

**MINUTES  
HIGHER LEARNING COMMISSION SELF-STUDY STEERING COMMITTEE**

Room 235 Danley Hall  
**March 31, 2010**  
2:30 p.m.

A meeting of the Steering Committee for the Higher Learning Commission of the North Central Association Self-Study was held March 31, 2010, in Room 235, Danley Hall.

Members present:

Carlotta Lockmiller, Chair	Debbie Allen	Robert Castleberry
Dan Denny	Amy Ford	Becky Isaacs
Shirley Mixon, Asst. Coordinator	Teresa Rothrock	Marilyn Schwarz
Rahmona Thompson	Brenda Walling	Bronson Warren
Doug Weirick	Joanna Harris-Young	

Members absent:

Duane C. Anderson	Scott Barton	Adrianna Lancaster
Buffy Lovelis	C.J. Vires	

Ex-Officio Members present:

Holly Sewell, Recorder

**I. Welcome**

Dr. Lockmiller called the meeting to order and welcomed those present. She stated the purpose of the meeting is to identify areas of concern that need to be addressed.

**II. Criterion Team Updates**

Dr. Lockmiller asked the criterion team leaders to make a brief report on the status of their team's progress to date.

Criterion One

Dr. Rothrock reported that her five squads are all set up differently, functioning differently and in all stages of writing. All rough drafts are due to her by April 19. Dr. Rothrock anticipates there will be holes to fill after the first draft. She is comfortable with how all squads are progressing.

Criterion Two

Debbie Allen reported in the absence of Dr. Vires. All initial drafts have been turned in. Dr. Vires' comments on the first draft are going out to chairs and by April 15<sup>th</sup> a second revision is due. The full committee will meet on April 20 to review the entire document. The initial draft of criterion two will be complete by the 27<sup>th</sup>.

Criterion Three

Dr. Mixon indicated her team has been meeting weekly for thirty minutes. The first draft is complete and the second version is due the end of next week. Dr. Mixon will meet with her full committee to

review the final draft. She commented that she has had good participation by a majority of the committee.

#### Criterion Four

Dr. Harris-Young reported that her committee has had to find additional committee members at the last minute which has caused progress to be a little slower than originally anticipated. Two of her teams have submitted their first draft. Dr. Harris-Young has met with all committees when requested. She feels criterion four is on target for the April 30 deadline.

#### Criterion Five

Dr. Walling reported three out of her four committees have submitted their rough draft. She indicated her committees are diverse in how they approached their section. Dr. Walling feels that the information her team has collected is good. She plans to do a final analysis to see where there are overlaps. She feels that there have been gaps in the process of getting information feedback which has caused some concern.

### **III. Overview of Our Work So Far**

Dr. Lockmiller indicated that it is not uncommon for there to be overlapping information in the self study the way the criteria are worded. She suggested leaving the overlapping information in the document for now. As the document is edited and re-edited, the material may get moved around or omitted. Dr. Alvin Turner will be the final editor and at that point the document will be written in one voice. Dr. Lockmiller asked that notes be placed in the document in the spaces where information was not accessible.

### **IV. Plans for HLC Annual Meeting in Chicago**

Dr. Lockmiller, President Hargrave, Dr. Anderson, Dr. Lancaster and the team leaders will attend the HLC annual meeting in Chicago April 10-13. The team leaders and Dr. Lockmiller will attend several workshops on Saturday of the meeting. The plan is for the information obtained at these workshops to be shared with the rest of the self study committee at the last meeting in April.

### **VII. Adjourn**

The meeting adjourned at 3:05 pm.

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Carlotta Lockmiller,

Date