

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

Room 235 Danley Hall
November 4, 2009
2:30 p.m.

A meeting of the Steering Committee for the Higher Learning Commission of the North Central Association Self-Study was held November 4, 2009, in Room 235, Danley Hall.

Members present:

Carlotta Lockmiller, Chair	Debbie Allen	Scott Barton
Robert Castleberry	Amy Ford	Joanna Harris-Young
Becky Isaacs	Adrianna Lancaster	Buffy Lovelis
Shirley Mixon, Asst. Coordinator	Teresa Rothrock	Marilyn Schwarz
Sheilynda Stewart	Rahmona Thompson	C.J. Vires
Brenda Walling	Bronson Warren	Doug Weirick

Members absent:

Duane C. Anderson	Dan Denny
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Ex-Officio Members present:

Holly Sewell, Recorder

Dr. Carlotta Lockmiller called the meeting to order at 2:35 pm.

I. Welcome

Dr. Lockmiller welcomed everyone to the meeting.

II. Review of HLC Criterion

Dr. Lockmiller introduced the remaining Criterion Team leaders and asked them to make a brief report.

Criterion Team Four – Dr. Joanna Harris-Young

Criterion Four looks at how the university promotes a file of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission. Dr. Harris-Young gave a brief overview of the four core components which she outlined and distributed to the committee. She indicated that the biggest challenge for the team would be finding the evidence that exists because it is in bits and pieces all over campus.

Criterion Team Five – Dr. Brenda Walling

Criterion Five looks at how the university is involved in engagement and service. Dr. Walling reviewed the four core components and discussed possible sample questions that need to be addressed in each core. The committee offered suggestions on possible sources of evidence that may be used to address some of the questions.

III. Review of General Writing Guidelines

Dr. Lockmiller reviewed the General Writing Guidelines on page 30 in the self study information packet. She emphasized that each team should create a working index where all resources are referenced. She also stressed keeping track of all exhibits either in the real or virtual resource room. Criterion sections should not list any strengths or challenges at the end of their chapter that have not been covered earlier.

The committee discussed possible ways to share and store documents.

VI. Next Meeting

The next meeting of the steering committee will be Wednesday, November 11th at 2:30 pm, in 235 Danley Hall.

V. Adjourn

The meeting was adjourned at 3:35 pm.

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Carlotta Lockmiller,

Date