

MINUTES
HIGHER LEARNING COMMISSION SELF-STUDY CRITERION TEAM LEADERS MEETING

Room 235 Danley Hall
February 24, 2010
2:30 p.m.

A meeting of the Criterion Team Leaders for the Higher Learning Commission of the North Central Association Self-Study was held February 24, 2010, in Room 235, Danley Hall.

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

I. Welcome

Dr. Lockmiller stated that the purpose of this meeting is to allow the team leaders and team committee leaders to meet as a group to bring up issues, problems and concerns that she might address.

II. General Discussion

Criterion One

How much should we quote from documents? Keep quotes to a minimum, use when that is the only way to prove your evidence. Paraphrase – make reference to where the information came from.

How do we handle challenges that are found? If the challenge can be fixed before the self study, do so, and write up what you did to correct the situation. If the challenge cannot be fixed, state the plan and timeframe for correcting.

Criterion Two

Where can information on how many support staff have degrees be found? Statistics for support staff are not readily available. It was suggested that the faculty/staff section of the ECU Catalog is the best and quickest place to find this information.

Criterion Three

Is it too late to re-write questions for core components? It is not too late as long as the question relates to the core component.

What type of documents should be in the electronic resource room? Any document that is sourced for evidence.

Criterion Four

How to handle the instances where the information requested is slow to get back to committee members? Dr. Lockmiller said she definitely needs to know where the roadblocks are. She would like committee members to let their criterion team leader know these types of situations. The team leaders should then contact her and she will follow-up.

Should prepared documents be referenced? Documents or charts prepared for the self study from multiple other source documents should go in the self study or an appendix. They should not be put in the resource room and should not be referenced.

Service Learning Syllabi – Should be documented. Copies may be obtained from the dean's office.

How to handle individuals on fishing expeditions? Dr. Lockmiller would like these individuals to focus in their questions as narrowly as possible. This will help get a quicker and more accurate response.

Criterion Five

Not sure how to collect feedback from service learning projects.

A survey may need to be distributed this fall to obtain information to fill in the gaps in the self study document.

III. Adjourn

The meeting was adjourned at 3:35 pm.

Carlotta Lockmiller,

Date