

**MINUTES
HIGHER LEARNING COMMISSION SELF-STUDY SUBCOMMITTEES**

Room 235 Danley Hall
October 13, 2010
2:30 p.m.

A meeting of the Criterion Team Leaders for the Higher Learning Commission of the North Central Association Self-Study and their subcommittees was held October 13, 2010, in Room 235, Danley Hall.

Members Present:

Carlotta Lockmiller, Chair	Shirley Mixon, Assist.Coord.	
Debbie Allen	Teresa Fisher	Christine Pappas
Mitchelle Barton	Wendell Godwin	Teresa Rothrock
Scott Barton	Heather Hannah	Mara Sukholutsckaya
Dana Belcher	Joanna Harris-Young	Jim Waller
James Burke	Robin Murphy	Brenda Walling
Nicholas Cheper	Adrianna Lancaster	Doug Weirick
Victoria Dansby	Charlee Lanis	Rick Wetherill

Ex-Officio Members present:

Holly Sewell, Recorder

I. Call to Order

Dr. Lockmiller called the meeting to order and indicated at this meeting are the Criterion Team Leaders, Core Component Committee Chairs and Committee representatives. She asked each Criterion and its committees to discuss their process, how they are proceeding to follow the HLC examples of evidence provided in the outline given us, and any problems they are encountering in finding the evidence each committee needs.

Dr. Anderson visited with the committee about some of the comments he made on the first draft. He indicated the willingness of his office to provide help with documentation as needed.

II. Committee Reports

Criterion One – Dr. Rothrock has a revision of this report due to her before fall break. The final revision deadline is due by Thanksgiving. She will be working on the report over the holiday to get it in shape for Dr. Lockmiller's December 3rd deadline.

Criterion Two – Dr. Cheper reported he has given his committees a revision due date before Thanksgiving. He indicated his team is using the patterns of evidence given to us by the HLC.

Criterion Three – Dr. Mixon reported her team is also following the outline given to them. 3B is finished, 3C is in good shape and 3D has rearranged their chapter according to the seven questions.

Criterion Four – Dr. Harris-Young reported that 4C is meeting once a week to help finalize their chapter. 4D has their resources and are putting the narrative together. Dr. Harris-Young needs a draft of CJ Vires’ references if anyone has that information.

Criterion Five – Dr. Walling is also following the patterns of evidence. She reported she made a list of what team leaders need to do and data needing to be collected to see what holes need to be filled and how to do that. Dr. Walling is working on a survey to send to faculty and staff to find out what boards and committees they serve on.

III. Final Comments

Dr. Lockmiller indicated she and Dr. Anderson will be reading the second draft of the document over the Christmas holiday.

Documents that need to be sent electronically to Dana Belcher should be identified as to what criterion it goes to.

IV. Adjourn

There being no further business, the meeting was adjourned at 3:20 pm.

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Carlotta Lockmiller

Date