

**Higher Learning Commission (HLC)
Executive Committee
Meeting Minutes
March 18, 2008**

Attendance:

Executive Committee:

<input checked="" type="checkbox"/> Eric Martin (co-chair)	<input checked="" type="checkbox"/> Ann Vendrely (co-chair)	<input type="checkbox"/> Beth Cada
<input checked="" type="checkbox"/> Diane Dates-Casey	<input checked="" type="checkbox"/> Shannon Dermer	<input checked="" type="checkbox"/> Sandra Mayfield
<input checked="" type="checkbox"/> Margaret Neumann	<input checked="" type="checkbox"/> Fernando Rayas	<input checked="" type="checkbox"/> Sherilyn Poole
<input checked="" type="checkbox"/> Jane Hudak		

Staff Support:

Lisa Hendrickson

Minutes from the March 4, 2008: Beth Cada motioned to approve the minutes and Diane Dates-Casey seconded. Minutes were approved as written.

1. Feedback from Steering Committee Meeting on March 11th
 - Need a new room. Lisa will work on finding a new room.

2. Agenda / Marketing for the University Wide Meeting
(April 2, 2008; 2:00 to 4:00 p.m.; Sherman Music Recital Hall)
 - Eric updated the committee on the discussion with Graphics, Public Affairs and the Phoenix.
 - Graphics is hoping to have a draft for the meeting on April 2nd for feedback.
 - Eric went through the draft agenda.
 - Diane, Beth and Margaret volunteered to develop and present the information on the criteria.
 - Eric and Ann will develop a PowerPoint presentation on the history.
 - Eric will finalize the agenda for distribution at the Steering Committee meeting next week.
 - There is still confusion on the relationship between HLC and CQIA and that needs to be resolved by the April 2nd university-wide meeting.

3. Volunteer Form
 - Lisa distributed a draft of the volunteer form. It will be in two formats: paper and online.
 - Revisions were suggested which will be made for the Steering Committee meeting next week.

4. HLC Self-Study Calendar

- There was a discussion on calendar issues.
- Should start with the visit days and work backwards.
- Eric, Ann, Sandra and Lisa need to work on this with some input from Sherilyn.

5. HLC Self-Study Budget

- There was a discussion about budget. The Center for Quality budget is not large enough for the HLC budget needs.
- Eric, Ann, Sandra and Lisa need to work on the draft HLC budget.

6. HLC's PEAQ Process and Standards

- After the HLC Annual meeting, we will have more of a discussion on the process and standards.

7. Other Items

- For community input process for the HLC visit, there was a discussion about tapping the same groups for focus groups that Jim Howley was using for the Strategic Planning.
- The Strategic Planning is being slightly revised. As soon as that is available, we will need to post that on the monitors and computer screens in the ACS lab and Library.
- There needs to be a place on the website that allows us to collect testimonials from people. If we start collecting now then we will have 2 years of good information.
- We discussed the draft of the Alphabet Soup. Several items were added.
- The fact book was discussed. Linda Buyer will show how it ties to HLC. This will be available to the general public and it will be electronic.
- Embedded change request was discussed. Eric described what an embedded change request is. We need to make a decision soon if we are going to do this. The possible change requests are all doctoral programs and online programs. There will be a discussion with Jane at the regular scheduled HLC update meeting.
- We discussed the need for an evaluation form for the April 2nd meeting. Diane volunteered to develop a draft.

8. Next Meeting

- The Steering Committee will meet the Tuesday, March 25th.
- The Executive Committee will meet week Tuesday, April 15th due to the April 2nd meeting prep and HLC Annual Meeting.