

**Higher Learning Commission (HLC)  
Executive Committee  
Meeting Minutes  
March 4, 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 type="checkbox"/> Shannon Dermer	<input checked="" type="checkbox"/> Sandra Mayfield
<input type="checkbox"/> Margaret Neumann	<input type="checkbox"/> Sheryl Yarbough	<input checked="" type="checkbox"/> Sherilyn Poole

Staff Support:

Lisa Hendrickson

1. Outcomes from Steering Committee Meeting on Feb. 26<sup>th</sup>
  - There was a recap of the Steering Committee Meeting.
  - There needs to be work around campus bring attention to the HLC process and the mission.
  - There was also a discussion regarding marketing and promotion. Several ideas were discussed. We will have a discussion with Public Affairs, Communications Service and Phoenix regarding their assistance.
  
2. Agenda / Marketing for the University Wide Meeting  
(April 2, 2008; 2:00 to 4:00 p.m.; Sherman Music Recital Hall)
  - There will be several of these types of meetings during the process.
  - There was a discussion about what needs to be covered at the meeting
    - Stress different expectations than last time
    - Overview of the process and how it relates
    - Have those who do visits speak
    - History of HLC and GSU
    - Outcomes and Assessment
      - Stopping and Starting
      - 2003 Report
    - Timeline for the Visit
    - Central repository for documents – GSU Vault
    - PEAQ Process and Standards
    - Introduce the 5 criterion
      - Suggest having 5 different people talk about each.
      - Color code
      - Themes
    - Website

3. HLC Conference and PEAQ Workshop (April 12-15, 2008 Chicago)
  - 21 staff members will be attending the conference and 8 are also going for the pre-conference workshops.
  - The President may go to the President/Trustees Workshop but the Trustees will not be going this year, they are at a different conference.
  
4. HLC Self-Study Calendar
  - Eric, Ann, Sandra and Lisa need to work on this with some input from Sherilyn.
  
5. HLC Self-Study Budget
  - Eric, Ann and Sandra need to work on this.
  
6. HLC's PEAQ Process and Standards
  - There was a discussion of how to structure the report. It was decided that we will develop it based on the 5 criterion.
  - Need to have a template for the reports.
  
7. Other Items
  - Sandra was asked to talk to Jane about making sure that HLC got time on the BOT agendas.
  - We will tap Ron Bean to help us with communicating with the external stakeholders.
  
8. Next Meeting
  - The Steering Committee will meet the Tuesday, March 11<sup>th</sup>.
  - The Executive Committee will meet week Tuesday, March 18<sup>th</sup>.