

**Higher Learning Commission (HLC)
Executive Committee
Meeting Minutes
April 29, 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 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

Staff Support:

Lisa Hendrickson

1. Thoughts on the HLC Annual Meeting
 - Discuss thoughts on the HLC Annual Meeting. Eric talked about the self-studies that he viewed. We will need to do a series of workshops on assessment. We talked about some of the campaigns that other schools conducted.
 - Sandra talked about the Chicago Area Faculty Development Group and how we can send people to their workshops.
 - Talked about the need for student involvement.
2. Appleson Agenda
 - Distributed the agenda for the Appleson meeting.
 - We will have the chart of membership on the subcommittees in the next few weeks.
 - Eric believes that we should have an actual draft of the introductory chapter rather than just an outline. Ann and Eric will work on that chapter.
3. Volunteer List
 - Lisa distributed an updated draft of the volunteer list.
 - Talked about the gaps in the subcommittee memberships.
4. Logos
 - Reviewed the final two logos.
 - There were suggested revisions to one of them. They will be sent to graphics for changes.
5. Possible Phoenix Article
 - Discussed the possibility of a Phoenix article.

- It should be a roll out of the logo vote.
- There should also be an update.

6. Timelines/Trainings

- Trainings for the subcommittees need to be added to the timeline.
- Template needs to be developed for the information that the subcommittees need to gather.
- Each subcommittee will write a white paper not the chapter.
- Training needs to be clear about the types of evidence and collection vehicle. There needs to be an electronic collection with a link to the resource room.

7. Next Meeting

- The Executive Committee will meet Tuesday, April May 13th.