

**Higher Learning Commission (HLC)  
Executive Committee  
Meeting Minutes  
October 14, 2008**

Attendance:

Executive Committee:

Eric Martin (co-chair)     Ann Vendrely (co-chair)     Beth Cada  
 Diane Dates-Casey     Shannon Dermer     Sandra Mayfield  
 Margaret Neumann     Fernando Rayas

(Minutes taken by Sandra Mayfield)

1. Minutes from the September 16<sup>th</sup> HLC Executive Committee approved.
2. Appleson's site visit discussed.
  - a. Table of contents will be detailed as subcommittees submit information. Detailed copy will not be sent to Appleson at this time
  - b. Co-chairs have completed a timeline for writing and will send a copy of the Executive Committee Coordinator
  - c. Vendrely described self-study reports from other universities. Based on her website reviews:
    - University of Dayton – lots of graphics
    - University of Colorado, Colorado Springs – very verbose narrative
    - Wright State University
    - St Xavier University – detailed table of contents
  - d. Appleson's handouts
    - Peach** potential pitfalls to avoid
    - Challenges of writing – helpful for analysis
  - e. Assessment issues will be addressed
  - f. Embedded requests letter draft was reviewed, based on Appleson's suggestions with input from Maimon. For example, a blanket online request will not be submitted; instead one or a **ferlischted** program will be requested
3. Martin suggested inviting University community to November 18 Steering Committee where subcommittees report on their progress. This suggestion will be recommended at October 21 Full Steering Committee meeting.

4. Martin announced that an outside writer might be available to assist with later editing of the Self Study
5. Rayas reported that student odies are somewhat censored out nature of feedback from students since Appleson's stressed impulsive of students giving feedback at visit. Students want to assist in process.
6. Committee needs to folkie up on student services memberships for students. What happens to information on graduation applications?
7. Next Executive meeting is October 28, (Martin out of town) D34104. Steering Committee is October 21 in E2590