

**Higher Learning Commission (HLC)
Executive Committee
Meeting Minutes
September 9, 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

Staff Support:

Jill Stanley Lisa Hendrickson

1. Chapter 1 Update

- The September 11th deadline for submission to Robert Appleson was moved up, so the process had to be speed up. All the materials had to be out by September 5th. Provost's Council (formerly Dean's Council) had reviewed the draft as well as several others in administration. The Introductory Chapter is a place holder and unfortunately there was not time to get the feedback from the Executive Committee.
- It will be sent to you and if you would like to provide feedback please do so.
- It should also be sent to the Steering Committee for the meeting next week. (Note: Lisa was originally supposed to do this but now Jill Stanley will do this).

2. Robert Appleson visit.

- There was discussion about the schedules. Once the schedule is finalized it will be posted to the GSU - HLC website.
- Sandra will contact Dr. Appleson regarding the train schedule.
- Need to develop a list of questions for Dr. Appleson's visit. Initial questions are as follows:
 - Change request letter for the other online programs – can it be one letter or does each program need to have its own letter
 - Should the embedded change request be part of the self-study document or its own document(s)

3. Embedded Change Requests

- The online subcommittee has additional new members Shirley Comer and Margaret Neumann.
- The doctoral subcommittee needs to be formed. It was discussed having the Graduate Council Subcommittee on Doctoral Programs be the subcommittee. Additional discussion will be had with the Provost and the Graduate Council. Dr. Appleson needs to be consulted regarding if this can be an embedded change request or something else.
- Need to ask Linda Samson and Sherilyn Poole should be asked what they look for in embedded change requests.

- There was discussion about needing additional information/data on the process of engaging the community to determine if the online programs meet the needs of the community.

4. HLC "L" Drive

- In the last few days of preparing the documents for Dr. Appleson's visit, an HLC Drive was created so that documents could be shared.
- Lisa will contact ITS to get Provost Hudak, Sandra Mayfield and Jill Stanley added to the "L" Drive.

5. Updates on the Five Criterion Subcommittees

- Each of the subcommittees needs to meet prior to Dr. Appleson's visit.
- There will be additional updates at the Steering Committee Meeting next week.

6. Next Meeting

- The Executive Committee will meet again on Tuesday, September 23rd.