

**Higher Learning Commission (HLC) Steering Committee
Meeting Minutes
February 26, 2008**

Attendance:

Executive Committee:

<input checked="" type="checkbox"/> Eric Martin (co-chair)	<input checked="" type="checkbox"/> Ann Vendrely (co-chair)	<input checked="" type="checkbox"/> Beth Cada
<input checked="" type="checkbox"/> Diane Dates-Casey	<input checked="" type="checkbox"/> Shannon Dermer	<input checked="" type="checkbox"/> Sandra Mayfield
<input type="checkbox"/> Margaret Neumann	<input type="checkbox"/> Sheryl Yarbough	

Steering Committee:

<input checked="" type="checkbox"/> Maribeth Kasik	<input type="checkbox"/> Karen Kissel	<input checked="" type="checkbox"/> Sue McCoy
<input checked="" type="checkbox"/> Diane Nadler	<input type="checkbox"/> Dan Nearing	<input checked="" type="checkbox"/> Susan Rakstang
<input type="checkbox"/> Winfried Rudloff	<input checked="" type="checkbox"/> Linda Samson	<input type="checkbox"/> Adelle Sanders
<input checked="" type="checkbox"/> Jun Zhao		

Participants:

<input checked="" type="checkbox"/> Sara Appel	<input type="checkbox"/> Ron Bean	<input type="checkbox"/> Prisca Collins
<input checked="" type="checkbox"/> Vincent Donahue	<input checked="" type="checkbox"/> Viola Gray	<input checked="" type="checkbox"/> Luke Helm
<input type="checkbox"/> Glenna Howell	<input checked="" type="checkbox"/> Bonnie Lunde	<input checked="" type="checkbox"/> Michele McMaster
<input checked="" type="checkbox"/> Joseph Matula	<input checked="" type="checkbox"/> Catalina Ramos-Hernandez	
<input checked="" type="checkbox"/> Maristella Zell	<input type="checkbox"/> Sherilyn Poole	

CQIA Members:

<input type="checkbox"/> Xiaoyoung Chen	<input type="checkbox"/> Jean Johnson	<input checked="" type="checkbox"/> Kelly McCarthy
<input type="checkbox"/> Kate Sori	<input type="checkbox"/> Becky Wojcik	

Staff Support:

Lisa Hendrickson

1. Introductions

- Everyone introduced themselves to the group.

2. Committees and Committee Functions

- Eric Martin gave a brief history of the Higher Learning Commission (HLC) visit from last time and what has been happening since. Diane Dates-Casey and Beth Cada were on the Steering Committee for the last HLC visit.
- We should not look at this like it is a test. There will be need to be an assessment of strengths and challenges and we will need to shore up some things.
- The unofficial Operational Structure of the Planning and Budget Advisory Council and its Committees was distributed and is included as attachment to these minutes. It was explained why Continuous Quality Improvement

- and Accreditation (CQIA) Committee was added and how HLC was added to it. This structure is currently under review by the Interim Provost and the Executive Vice-President.
- The preparation for the HLC visit will involve the whole campus and the committee structure was explained.
 - The Executive Committee will need to decide if the report will be based on the criteria or the themes. That decision will be made shortly so that the organization for the subcommittees can be set. The report will be a lot less narrative but with a university-wide involvement. There will also need to be a template for the reports that the subcommittees will need to submit.
3. HLC's PEAQ Process and Standards (Handout from HLC Handbook)
 - Pages from the HLC Handbook were distributed to those in attendance and they will be sent to those who were not able to attend.
 - Eric explained the difference between PEAQ and AQIP. We are in the PEAQ process and at this point we can not change.
 - Please read the handout and become familiar with the criteria.
 4. Process and Timeline/Proposed Site Visit Dates
 - Eric and Sandra explained the proposed site visit days. Our first choice is May 2010.
 - Timelines will be created by the Executive Committee to prepare for the visit.
 - There was an explanation of how the visits are conducted and who the Consultant Evaluators are.
 5. University-Wide Meeting/Agenda for the First Meeting
 - The date of the University-Wide first meeting is Wednesday, April 2nd from 2 until 4 p.m. in Sherman Music Recital Hall.
 - Please promote this meeting and explain to your colleagues how important this is and how it needs to be a university-wide initiative.
 - There was a discussion about what should be covered at the initial meeting.
 6. Website for GSU's Self-Study and HLC Visit
 - Diane Nadler is going to develop the website for the self-study. Most of the materials will be on the internet. There may be a few planning documents for the Executive Committee on the intranet.
 - We will also need to start preparing for the Resource Room which will have the detail and items discussed in the self-study.
 - There was a discussion about podcasting the meetings for those who can not attend.

7. HLC Annual Meeting and PEAQ Workshop (April 11 & 12-15, 2008 in Chicago)

- The agenda for the Annual Meeting was discussed.
 - The activities on the 11th will not involve most of the GSU community.
 - The 12th will have the Executive Committee going and possibly members of the Steering Committee to the PEAQ Self-Study Workshop.
 - For the 13, 14, & 15th, GSU will send as many people as want to attend.
- If you are planning on attending, you need to submit to Sandra Mayfield the registration form by March 4th. Do not submit the registration form since we get a group discount.

8. Next Meeting

- The Executive Committee will meet next week Tuesday, March 4th and then every other week. The meeting agenda will include: university-wide meeting, criteria versus theme for self-study, timelines, promotion and budget needs.
- The Steering Committee will meet the following Tuesday, March 11th and then every other week. The agenda will be sent before the meeting.
- Participants and those on the subcommittees are welcome to attend the Steering Committee meetings but are not required. There will be a lot of work for those individuals shortly.
- Students will be involved in the process.

Governors State University
Operational Structure of the Planning and Budget Advisory Council and its Committees
Continuing Quality Improvement & Accreditation (CQIA) detail

