

**Higher Learning Commission (HLC) Self Study
Steering Committee
Meeting Minutes
April 8, 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 checked="" type="checkbox"/> Shannon Dermer	<input checked="" type="checkbox"/> Sandra Mayfield
<input type="checkbox"/> Margaret Neumann	<input type="checkbox"/> Fernando Rayas	

Steering Committee:

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

Participants:

<input checked="" type="checkbox"/> Sara Appel	<input type="checkbox"/> Ron Bean	<input type="checkbox"/> Prisca Collins
<input checked="" type="checkbox"/> Vincent Donahue	<input type="checkbox"/> Viola Gray	<input checked="" type="checkbox"/> Luke Helm
<input type="checkbox"/> Glenna Howell	<input type="checkbox"/> Bonnie Lunde	<input type="checkbox"/> Michele McMaster
<input checked="" type="checkbox"/> Joseph Matula	<input type="checkbox"/> Catalina Ramos-Hernandez	<input type="checkbox"/> Pat Rogala
<input type="checkbox"/> Maristella Zell	<input checked="" 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. Minutes from March 25th – Steering Committee Meeting
 - Linda Samson motioned to approve the minutes from the March 25th meeting. Sherilyn Poole seconded. Minutes were approved as written.
2. Update on the HLC Annual Meeting and PEAQ Workshop (April 12-15)
 - Please download the planning schedule and start considering your sessions.
 - There will be a discussion to make sure that the Saturday sessions get covered.
 - Please spend time in the Resource Room looking at the sample self-studies from other schools.
 - Please try to balance how many people are in each session.
 - If you have not forwarded your invoice, please send it to Veronica Hunt.

3. Outcomes from the University-wide Meeting
 - Thoughts on the meeting were shared.
 - The comments from the evaluations were distributed.
 - There were 123 faculty/staff/students in attendance at the meeting.
 - The turnout was positive even though there was no direct push to attend.
 - President and Provost were pleased with the meeting.
 - There needs to be more people involved in the planning of the university-wide meetings. The Marketing/Communications/Logistics group will be asked to help with some of the event planning.

4. HLC Draft Logos
 - Drafts of the logos were presented to the group for discussion.
 - There were two logos that were considered the strongest.
 - There were some suggestions for changes.
 - Lisa will have Graphics make the suggested changes and have it sent around for a vote.
 - The 2 or 3 highest vote getters will be sent to the university as a whole for their input.

5. HLC Budget
 - Eric Martin, Ann Vendrely and Sandra Mayfield will work on budget categories and will send to others for input.

6. Update on Self-Study Website and Resource Room
 - Jeff Slovak will release the space for CQIA and HLC on the website.
 - Materials should still be sent for the GSU Vault.

7. HLC's PEAQ Process and Standards/Subcommittee Assignments
 - The summary of who had volunteered for the various subcommittees was distributed.
 - There was a discussion on where there were gaps and recommendations for membership.
 - The revised list will be sent to CQIA for additional input.
 - There will need to be training on the criteria with the Executive Committee, Steering Committee and members of the Subcommittees.

8. PBAC Information Exchange
 - Those members who serve on the other PBAC committees gave an update.
 - For additional information, please see the PBAC website at www.govst.edu/pbac.

9. Announcements/Other Items

- The University Research Grants (URG) have a component for the HLC process. Margaret Neumann sent out the information via e-mail.
- This summer, a list of improvements and possible strategies needs to be developed.

10. Next Meeting

- The Steering Committee will meet the Tuesday, April 22nd. The next meeting will be a focus group with the Strategic Planning Group.
- Participants and those on the subcommittees are welcome to attend the Steering Committee meetings but are not required.