

**Higher Learning Commission (HLC)  
Steering Committee  
Meeting Minutes  
March 11, 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 type="checkbox"/> Shannon Dermer	<input checked="" type="checkbox"/> Sandra Mayfield
<input type="checkbox"/> Margaret Neumann	<input checked="" type="checkbox"/> Fernando Rayas	

Steering Committee:

<input type="checkbox"/> Maribeth Kasik	<input type="checkbox"/> Karen Kissel	<input checked="" type="checkbox"/> Sue McCoy
<input checked="" type="checkbox"/> Diane Nadler	<input checked="" type="checkbox"/> Dan Nearing	<input checked="" type="checkbox"/> Susan Rakstang
<input checked="" 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 type="checkbox"/> Viola Gray	<input checked="" type="checkbox"/> Luke Helm
<input type="checkbox"/> Glenna Howell	<input checked="" type="checkbox"/> Bonnie Lunde	<input type="checkbox"/> Michele McMaster
<input checked="" type="checkbox"/> Joseph Matula	<input checked="" type="checkbox"/> Catalina Ramos-Hernandez	<input checked="" type="checkbox"/> Pat Rogala
<input checked="" type="checkbox"/> Maristella Zell	<input checked="" type="checkbox"/> Sherilyn Poole	

CQIA Members:

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

Staff Support:

Lisa Hendrickson

A. Introductions

- Everyone introduced themselves to the group for the new members.

B. Overview

- Eric Martin gave a brief history of the Higher Learning Commission (HLC) visit from last time and what has been happening since for the new members.

1. Minutes from February 26<sup>th</sup> – Joint Meeting

- Linda Samson motioned to approve the minutes from the February 26<sup>th</sup> meeting which were distributed. Vince Donahue and Diane Dates-Casey seconded. Minutes were approved as written.

2. Update on the HLC Annual Meeting and PEAQ Workshop (April 12-15)
  - RSVPs were received and the invoices should be sent to Veronica Hunt.
  - 21 or 22 staff members are scheduled to attend.
  - There will be one more prior to the conference. Thank you in advance to all those attending.
  - Please try to balance how many people are in each workshop.
3. Self-Study Calendar
  - Ann Vendrely, Eric Martin, Sandra Mayfield and Sherilyn Poole will work on the calendar. Anyone else who is interested in participating in the subgroup, please see Eric after the meeting.
4. HLC Budget
  - There is a little money left in the Center for Quality budget. A budget for HLC needs to be developed. Release time will be needed for some of the members as well as giveaways, promotional materials, posters, etc.
  - This request will have to work through the PBAC process.
  - Eric Martin, Ann Vendrely, and Sandra Mayfield will meet with Jane Hudak to discuss the possible budget.
5. Update on the HLC Marketing Plan/Promotional Efforts
  - There was a discussion on possible initiatives.
  - There was a discussion on the fact book that Linda Buyer is working on.
  - On Thursday, March 13<sup>th</sup>, Ann Vendrely, Eric Martin and Lisa Hendrickson will be having a meeting with Ron McDavid (Graphics), Eric Matanyi (Public Affairs), and Steve Schering (The Phoenix) to discuss the campaign. We will ask them to develop 2 or 3 designs for approval and hopefully we will have this to present at the University-wide meeting on April 2<sup>nd</sup> for input.
6. Update on Self-Study Website and Resource Room
  - Diane Nadler is working on the website for HLC. The alias was suggested to be [www.govst.edu/hlc2010](http://www.govst.edu/hlc2010).
  - We will need to have an electronic as well as a physical resource room. D-Space will be used to store the documents and it will be cataloged with links to the HLC website.
  - We will also have to have CD-ROMs or Flash drives as a back-up.
  - Please start finding materials and sending them to Diane Nadler for the GSU Vault. If Diane needs help, she can pull in the other library staff.
7. Draft Agenda for the University-wide Meeting
  - Eric Martin distributed copies of the draft agenda.
  - The agenda was developed with input from the Executive Committee.
  - Eric walked through the agenda and explained the rationale.

- There was a discussion about what else needs to be there. Possible items are:
  - Relationship to major specific accrediting bodies
  - Stressing assessment through the whole process and looking at the campus as a whole.
- It was discussed that the decision was made by the Executive Committee to have the HLC report will be based on the 5 criterion.
- It was discussed to have people volunteer for various subcommittees and activities. It was also suggested that the form be online.
- This is the just the first meeting in a series of university-wide meetings.
- Eric will contact individuals to recruit them to do presentations at the April 2<sup>nd</sup> meeting.

#### 8. PBAC Information Exchange

- Eric explained that HLC will need to be tied into the other university initiative and it is good to share information about what else is being worked on by the various PBAC committees.
- 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](http://www.govst.edu/pbac).

#### 9. HLC's PEAQ Process and Standards/Role of the Subcommittee

- Again, the Executive Committee decided to have the report written to the criterion.
- Next step is to bring the new administration up to speed.
- Also need to work on the templates
- Please review the 5 criterion.

#### 10. Announcements

- Requested to have a glossary of terms/acronyms for the next meeting and the April 2<sup>nd</sup> meeting.

#### 11. Next Meeting

- The Steering Committee will meet the Tuesday, March 25<sup>th</sup>. 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.