

**Higher Learning Commission (HLC) Self Study
Steering Committee
Meeting Minutes
March 25, 2008**

Attendance:

Executive Committee:

<input checked="" type="checkbox"/> Eric Martin (co-chair)	<input 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 checked="" type="checkbox"/> Margaret Neumann	<input type="checkbox"/> Fernando Rayas	

Steering Committee:

<input type="checkbox"/> Maribeth Kasik	<input type="checkbox"/> Karen Kissel	<input type="checkbox"/> Sue McCoy
<input type="checkbox"/> Diane Nadler	<input checked="" 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 type="checkbox"/> Sara Appel	<input type="checkbox"/> Ron Bean	<input type="checkbox"/> Prisca Collins
<input 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 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 11th – Steering Committee Meeting
 - Linda Samson motioned to approve the minutes from the March 11th meeting. Bonnie Lunde seconded. Minutes were approved as written.
2. Update on the HLC Annual Meeting and PEAQ Workshop (April 12-15)
 - 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. 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 discussion about reorganization of the agenda items.
 - There was a discussion about giveaways for the meeting. It was decided until we can have a logo, there would not be any GSU specific giveaways. We will try to have the HLC criteria for Accreditation bookmarks. Luke Helm and Lisa Hendrickson volunteered to work on iPods for a drawing.
 - Paul Blobaum will be asked to send a note encouraging the faculty to attend the April 2nd meeting.
 - It was requested to have posters of the criteria for the April 2nd meeting.
4. Volunteer Form, Evaluation Form and Alphabet Soup
- Drafts of all 3 documents were distributed and discussed.
 - There was discussion related to the volunteer form about cues for faculty members who participate in the HLC subcommittees. It was decided that the cues would be for those who are chairs of the subcommittees. Eric Martin will talk with Jane Hudak to get her thoughts.
 - Diane Dates-Casey will make the suggested changes to the Evaluation Form.
 - Lisa Hendrickson will make the suggested changes to the Volunteer Form and the Alphabet Soup.
5. Self-Study Calendar/Timeline
- The draft calendar/timeline was distributed and discussed. The calendar will expand as the process gets underway. There were a few changes that will be made and posted as soon as the website is available.
6. HLC Budget
- Eric Martin will discuss the need for a budget at March 25th Deans' Council meeting.
7. 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.
 - Discussion on how the minutes need to be public. They will be and they will be posted as soon as the website is available.
8. HLC's PEAQ Process and Standards/Role of the Subcommittee
- This needs to be collaborative.
 - There was a discussion regarding how we need to have a meeting on what the core components mean. It was suggested to have that discussion over the course of two meetings. The first will discuss 1, 2 and part 3 and the second will discuss the second part of 3, 4 and 5.
 - There is a template on the HLC website for the consultant evaluators. We should review that document.

9. 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.

10. Announcements

- Embedded Change Requests
 - There was a discussion about embedded change requests.
 - Eric Martin explained what an embedded change request is. There are 6 questions that need to be answered and it is at most a 25 page document.
 - The possible embedded change requests are online, doctoral, and all locations in Illinois.
 - It will be brought up at Deans' Council for input from Jane Hudak and the Deans.
 - Sherilyn Poole and Linda Samson as Consultant Evaluators discussed what other schools have done.
- The April 22nd meeting will be the Strategic Planning Focus Group.

11. Next Meeting

- The Steering Committee will meet the Tuesday, April 8th. 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.