

## Minutes for HLC Criterion #1 Meeting #1

Date of meeting: October 31, 2007

Attendees: Steve Bolin, Carmen Notaro, Russell Beene, Travis Qualls, Fred H. Bunyan, Braden Brown, Kelly D. Kirk, Guest: Pam Koenig

Absent: Mona Griffin, Jeff Shaffer, Larry Smith, Cynthia Yerby, Karen Romine, Ashley Greene

### Item

1. A discussion was undertaken on a “logistical approach(es)” for Criterion #1 included in the discussion were the following items:
  - a. Dissemination of information on C #1 and a Time Line was discussed.
  - b. The committee was informed it will not write the report; rather our information will be used to write the report.
  - c. Components of Criteria #1, a through e, were passed out and discussed. (see attached).
  - d. A discussion of “Mission Documents” was undertaken. **Members were asked to look over college as well as divisional reports, documents, agreements etc. and locate places where the Mission Statement was written.**
  - e. A discussion of creating a “template” for each of the sections (a through e) was discussed. No template was decided on at this time.
  
2. **“To Do”**
  - a. **The committee was asked to read the 2000 report section on Mission.**  
This section will be in our mailboxes or email ASAP.
  - b. **A “hunt” will be undertaken for places where the Mission Statement is written, see d above.**
  - c. Subcommittees were chosen to work on the sections a through e. They are:  
**section a: Steve Bolin and Carmen Notaro**  
**section b: Fred H. Bunyan, Cynthia Yerby, and Jeff Shaffer**  
**section c: Travis Qualls, Mona Griffin and Ms. Ashley Greene**  
**section d: Kelly D. Kirk and Karen Romine**  
**section e: Russell Beene, Braden Brown and Larry Smith**
  
  - d. **A Wednesday, November 28<sup>th</sup> meeting is being listed at this time for the subcommittee chairs.** They are to report on their findings (Where is the Mission Statement listed?)
  
  - e. **The next meeting of the full committee will be Wednesday, December 12<sup>th</sup>. All meetings will be held in Boren Library, Seminar Room B at 2:00 unless otherwise stipulated.**