

Criterion Three Subcommittee Meeting
October 10, 2007
3:00 pm
Room 122 Haney Center
Seminole State College
Minutes

Members present: Marta Osby, Paula Rutledge, Rayshell Palmer, Marguerite Hearod, Shelley Howell, Susan McLaughlin, Annette Troglin, Joy Epperly, and Perthena Latchaw

- I. Co-Chairs Marta Osby and Paula Rutledge welcomed team members. Both chairs agreed to work together on calling meetings and reporting to the Self Study Chair Pam Koenig, the Steering committee, and the Writing team. Rayshell Palmer agreed to take minutes of the Subcommittee meetings.
- II. After looking over material in their packets, the team members agreed to divide into four groups, one group for each Core Component:
 - 3a) Paula Rutledge, Marta Osby, Larry Vickers and Susan McLaughlin
 - 3b) Perthena Latchaw, Annette Troglin, and Susan McLaughlin
 - 3c) Shelley Howell, Joy Epperly, and Tom Mills
 - 3d) Marguerite Hearod, Mary Whitely, and Raysell Palmer
- III. The Committee reviewed the Self-Study timeline and agreed on the timeline for our Subcommittee. Larry Vickers agreed to work on definitions for the different levels of assessment for the group working on Core Component 3a. Perthena agreed to work up a grid for marking where the material is located.
- IV. The entire Subcommittee reviewed the examples under each of the Core Components and brain-stormed about our current examples of evidence, where it was found, and how it was available.
- V. The members agreed to keep working on examples within there smaller groups. The groups were encouraged to meet in person or to communicate via email. Co-Chair Marta Osby agreed to email committee members not present about tasks in between meetings.
- VI. Next meeting was set for October 31, 2007 at 2:00 pm in Room 122 of the Haney Center