

Higher Learning Commission
Criterion 5

Minutes

October 24, 2007

1:00 pm

Haney 122

- I. **Call to Order**-1:05pm present were Valarie Watts, Tracy Jacomo, Carol Hartman, Diana Lynd, Carol Parker, Lori Ellis-Eberhart, Jorge Neuhaus, Dan Factor.
- II. **Discussion-Brainstorming**-Carol Hartman shared an idea of a rubric that the response team is working on. Tracy Jacomo shared idea that Pam Koenig for an electronic method of sharing info between committees.
- III. **Voluntary Assignments**-Valarie Watts then discussed the idea of dividing into small groups to brainstorm documents. Several categories were combined resulting in four groups to work on specific key areas of Criterion 5. The information gathered by the four groups will later feed into the core components of Criterion 5.
- IV. **Breakout sessions**- The four groups were:
 - 1) Courses with service learning/work activities and contracts-Jorge Neuhaus, Valarie Watts, and Doris Bohuslavicky (ex. MLT, Nursing, Behavioral Sciences, Sciences, clinical)
 - 2) Off campus courses and service to the community/how community uses SSC-Carol Hartman, Tracy Jacomo, and Sharon Bryant (ex. {Prisons, high schools, IETV, call center, civic clubs)
 - 3) Organizations-community service and International/National activities and diversity-Diana Lynd, Lori Ellis-Eberhart, and Dan Factor, (SNA, Psi Beta, Phi Theta Kappa, NASA, Ross University, global studies)
 - 4) Recruitment and retention-Brenda Cates, Carol Parker and Jamie Mills (ex. Title III, Quest, Upward Bound, Admissions).

These groups brainstormed and worked individually for the remainder of the meeting. Each group will correspond through email in order to have lists by the next meeting.

V. **Other**-each group

- a. Needs a list of documents
- b. Where are the documents
- c. Who has them
- d. What format-paper, electronic, or both

VI. **Next meeting**-Wednesday November 14, 2007 at 1:00 pm in Haney 122.

VII. **Adjourn**-1:50 pm