

Higher Learning Commission
of the North Central Association of Schools and Colleges

Self Study Steering Committee Minutes

November 13, 2007

PRESENT: Pam Koenig, Jessica Isaacs, Dave Helseth, Jeff Cox, Paula Rutledge, Tracy Jacomo, Nina Kirk, Patricia Cokeley, Larry Vickers, Rusty Beene, Kathy Hoover, Tina Jones, Dianna O'Connell, Dr. Rebecca Kennedy, Yashanda Scruggs, Jim Coleman, Jack Whisennand.

ABSENT: Rita Story-Schell, Justin Huff, Cynthia Yerby.

I. CALL TO ORDER

The meeting was called to order by Pam Koenig.

II. MINUTES

From 9-18-07 meeting. Jacomo moved to approve; Rutledge seconded. Motion carried.

III. GUESTS

Priscilla Freeman (for Story-Schell), Susan Shumaker (for Benton).

IV. UPDATES

Self-Study planned (Steering Committee approval of final draft via email) was mailed to the HLC. The Site Visit dates of October 26-29, 2009, have been approved by the HLC. SSC's new HLC liaison is Dr. Andrew Lootens-White. Student committee members, chosen by the Student Government Association, have been assigned to subcommittees. Koenig requested late subcommittee timelines be submitted as soon as possible.

V. NEW BUSINESS:

A. Documents and Technology Subcommittee members presented the design for electronic documents sharing. The link on campus computers is in My Computers. Subcommittee Chairs can set up files; other members can see but not modify. Chairs are encouraged to share subcommittee documents on this site to avoid duplication of effort among teams.

B. Marketing and Communication Subcommittee (working with Documents and Technology Subcommittee) presented for discussion the draft of the SSC HLC Self-Study website.

C. Marketing and Communication Subcommittee announced their promotional kick-off is planned for the end of January 2008. On the chosen date, the Self-Study website will be introduced to campus; a design contest will be launched; and other promotional materials will be revealed.

D. The Writing Team announced they are developing a working template for Criterion Subcommittees to use to submit their data. Once finalized, it will be disseminated.

E. Spring 2008 meeting dates were presented and accepted. They are February 5, March 10 (if needed), and April 29, 2008, at 3:00.

VI. Meeting was adjourned at 4:05p.m.