

HLC Self Study Report / Writing – Editing Committee / SSC

Meeting Minutes

Meeting: October 25, 2007

Attendees: Jessica Isaacs, chair; Kelli McBride; Mary Ann Hill

- I. Meeting Called to order at 12 pm
- II. Approved our “working timeline”
- III. Discussed “Charge to Subcommittees”
- IV. Selected a sample format to follow to begin work on report template: We chose to use a sans serif font, we like the Chandler Gilbert report’s icons for the internet layout, but we like the skinnier margins and headers of the Miami report. We also like the way the “Criteria” information is laid out in the Chandler Gilbert report, because it seems to follow the way the material is presented in our SSC “Working Table of Contents” well. We also liked the shaded boxes from the Miami report – we think they will work nicely to highlight our cross-cutting themes.
- V. We discussed ways of handling the creation of the report template. We want to have the template ready before we receive information from the subcommittees. Isaacs will set up a working template based on SSC’s working table of contents and circulate it to writing committee members for review and input. McBride will make necessary layout changes to facilitate the report’s dual purpose of an internet as well as print document
- VI. We decided to spend more time reviewing the SSC 2000 report to make notes about what we perceive as that report’s strengths and weaknesses and discuss those issues at our December meeting.
- VII. Our November meeting is TBA – we plan to meet to discuss our progress on the working template
- VIII. Meeting adjourned at 1 pm.