

HLC Self Study Report / Writing – Editing Committee / SSC

Meeting Minutes

September 4, 2008 at noon

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

- I. We discussed the progress of the Self-Study Draft.
 - Criterion Teams are to submit completed research to Pam Koenig no later than Sept. 15.
 - Isaacs will then work the updated data into the rough draft, and circulate sections among the writing team members for input.
 - Isaacs is working on incorporating these items into the draft:
 - Responses to the 2000 visit challenges
 - Revisions to History of College
 - Major Developments since 2000
 - Campus Profile / like snapshot – Is Marta Osby working on this?
 - Accreditation History is forthcoming from Pam (I have received part of it)
 - I am waiting on data submission from Federal Compliance Team.
- II. We discussed our Timeline. We are slightly behind due to the Criterion Teams not submitting completed data by their submission deadlines.
- III. We discussed our Cross-Cutting Themes Assignment.
 - Isaacs is identifying Cross-Cutting Themes in Criteria One and Four.
 - Hill is identifying Cross-Cutting Themes in Criterion Two.
 - McBride is identifying Cross-Cutting Themes in Criteria Three.
 - Scruggs is identifying Cross-Cutting Themes in Criteria Five.
- IV. The Cross Cutting Themes are to be submitted to Isaacs no later than September 15.
- V. Our next meeting is TBA after Sept. 15. We will look at:
 1. “Writing the Evidentiary Statement” and compare evidence to appropriateness of core components / examples of evidence.
 2. Pam’s “overflow” may be coming to us. = McBride to look at Carlene’s files and work on layout
 3. After incorporating data from Sept. 15 deadline, we will look at pulling excerpts, layout, etc.
 4. We need to do “Strengths and Weaknesses,” check consistency of terminology in report and consistency of charts and documentation after Sept. 15 deadline.