1. The final team rosters and meeting dates were reviewed by the committee

2. The HLC BlackBoard (BB) website was introduced to the committee
   a. Simon Jorgenson and Nelson Vincent to coordinate communications through BB, and any questions or concerns about the site should be forwarded to them
   b. Groups have been created on the BB site for all writing teams to facilitate communications and exchange of documents
   c. It was suggested to post final iterations of all documents in a separate folder

3. Expectations of the Steering Committee: Larry and Ralph
   - There needs to be representation from every writing team. Co-chairs are expected to attend in case Chairs are not available.
   - The committee will be the focal point for updates and needs of all writing teams
   - The committee will be a placeholder for all reports
   - The committee will be responsible for
     - Organizing all team reports and resources
     - Sharing and reviewing data to find deficiencies and issues
     - Retaining all documents, data

4. Review of Data Sources
   - Data will be collected from the main campus ONLY. Branch campus (such as Raymond Walters, CAS) are accredited differently
   - The writing teams can approach any person (not just HLC committee) who have data for the reports
   - A physical resource room to be set up which will act as a repository.
   - Need to establish a contact person in each college who will be the primary contact for accreditation related data. The College Deans to provide this information.

5. Writing Team activities and resources
• Self-study reports of OSU, Michigan State Univ., IIT Chicago to be posted on the Blackboard site to serve as examples
• Chapter 3 (Part 2) from the Handbook of Accreditation to be posted on Blackboard site as well
• The teams will need to brainstorm for more sources and resources and communicate their needs to the steering committee
• Electronic report from previous HLC accreditation report to be made available (Kristi Nelson to be contacted regarding this report)
• The Primary contacts for different criteria
  • Criteria 1 – Lee Mortimer
  • Criteria 2 – Neal Stark
  • Criteria 3 – Neal Stark
  • Criteria 4 – Lee Mortimer
  • Criteria 5 – Lee Mortimer

6. Other topics discussed
• Website for HLC will be launched shortly @ www.uc.edu/hlccreditation
• Progress reports like power points to be posted on HLC website
• Glossary of terms and language for the reports to be posted on the blackboard
• The timeline document to be uploaded to blackboard and also distributed to committee members via email

7. Questions and Answers
• Writing team 5 already had a meeting and the following are some of the questions
  • How much of an overlap (redundancy) in criteria and evidence is permitted between reports?
  • What are standards for report writing? (Font, italicized items, spacing, etc.)

8. Expectations for next steering committee meeting
• All writing teams to meet and prepare an outline

The Blackboard Cheat sheet to be sent out to the committee members along with the meeting minutes