

MEETING MINUTES  
HLC STEERING COMMITTEE MEETING  
THURSDAY, JANUARY 17, 2008  
ANNIE LAWS, EDWARDS ONE #6154

Attending: Larry Johnson, Lee Mortimer, Frank Russell, Tina Whalen, Cheryl Albrecht, Tom Cruse, Nelson Vincent, John Bryan, Ralph Katerberg, Kristi Nelson, Simon Jorgenson, Dawn Fuller, Gigi Escoe, Laura Kretschmer

1. A presentation by Dr. Lillie Howard, Senior Vice President for Curriculum and Instruction at Wright State University. Joining Dr. Howard are Iris Harvey, Associate Vice President for Communications and Marketing, and Thomas Sudkamp, President of the Faculty, Professor of Computer Science and Engineering.
  - Presentation artifacts: Bookmarks; Wright State At-a-Glance; Handbook of Accreditation (sections three and nine emphasized); NCA Study Guide.
  - Operational Indicators Committee mentioned.
  - Document dump was just the beginning for them (pick the important ones).
  - Wright State invited advice from the visiting team about self-recommendations and proposed solutions that developed out of the self-study.
  - Include graphics and non-textual data.
  - Criterion Three is an opportunity to brag about successes of students and faculty.
  - Where do you put research? 4A? Need to make a decision.
  - Institutional Improvement Plan mentioned: full disclosure and ownership.
  - Printed document, online presentation, campus as a “canvas.”
  - Online version has links to reference documents—accessibility.
  - This is something we will live with for a long time. Make it archival.
  - Get marketing involved early.
  - They took a lot of time and attention in building the library. They focused on a pleasant, “clubby,” appealing atmosphere—not institutional. Documents were organized by chapter and indexes were available.
  - Ask: What else will this do for us institutionally?
  - Video showing their library/work room.
2. A brief inventory of data/documents now on the HLC Blackboard site was presented.
3. Dawn Fuller and Nelson Vincent presented key items of the HLC Communication Plan.
4. Writing team co-chairs presented their current data needs.

5. For the next meeting:

- Ralph, Larry, and Simon will consolidate and present UC's HLC Accreditation Goals.
- Ralph will get details on a visit from Mary Breslin in coordination with Raymond Walters.
- Ralph, Larry, and Simon will develop and distribute format guidelines for chapters. (See attachment.)
- Using these guidelines, writing team chairs should come to the next steering committee meeting with:
  - a skeleton outline of the chapter
  - beginning thoughts on specific Examples of Excellence and Challenges for each core component