

# MINUTES

Self-Study Committee #1 Meeting #4, 06 December 2004, Roseman 2007B

Present: James Bronson (chair), Brenda Clayton, Jim Freer, M. Jodi Hare, Jeff Janz, Tisa Mason, Carolyn Morgan. Excused: Marc Dorn, George Ferencz, Andre Sabelko

1. The meeting was called to order by Bronson at 3:37 PM.
2. Minutes of the 11/01/04 meeting were approved - Mason/Hare.
3. Announcements:
  - Criterion Committee #2 Lunch workshop is scheduled for Monday, 12/13/04. 11:45 AM- 1:00 PM, South Commons
  - Electronic addresses of HLC Self-Studies of six institutions posted in D2L
  - Draft of the Criterion #1 chapter due in June
4. Bronson offered that on result of the luncheon workshop is a large volume of useful suggestions pertaining to evidence to substantiate five core components.
5. The balance of the meeting was devoted to next step in the process.
  - Bronson would start on a draft of the Criterion #1 chapter
  - Writing of drafts pertaining to particular evidence may be parceled out to committee members with special knowledge in the area.
  - Electronic documentation of evidence would follow the written draft.
  - It will probably be necessary to establish web pages with lists of electronic addresses due to the shear volume of the information, e.g. program mission statements and Audit and Review reports.
6. The next SSSC #1 meeting will be schedule after the start of Spring semester and during the month of February.
7. Members had no further business. Meeting was adjourned at 4:05 PM - Freer/Morgan.