

**Higher Learning Commission**  
Criterion Two Committee  
September 8, 2004

1) Present: Randy Marnocha, Pat Freer, Jeanne Freeman, Katy Heyning, John Kozlowicz, Robert Mertens, Elena Pokot, Roger Pulliam, Greg Swanson, Mike Spellman, Steve Summers

- 2) Committee is assigned to criterion #2
- 1) Criteria statements
  - 2) Core components
  - 3) Examples of evidence

Charged with these goals by Sept 1, 2005:

- 1) Prepare evaluation report that addresses the 4 core components and provides proper evidence (proof) of their successful completion or failure.
- 2) Prepare draft chapter for inclusion in the self-study to be submitted to the HLC visiting team.

Do a thorough analysis of specific organizational sub-units that help or hinder us in meeting our criteria.

- 3) Tentative timeline review  
Learn Center workshop in December to discuss strategies and progress. Also seek to stimulate discussion and gather input.

- 4) Assignment for next meeting – carefully review the criterion and 4 core components.

For each core component:

- Identify applicable areas on campus
- Identify groups that we should work with to gather information
- Submit to Randy 3 days prior to next meeting
- Information will be summarized and then discussed at meeting to determine next steps and specific assignments.

Committee agreed to try to have data collection completed by February 1, 2005 and the draft report done by June 1, 2005 for early submission to the steering committee.

John Stone (campus HLC guru)

- Thanked all participants for graciously agreeing to contribute their time and effort.
- Brought updated criterion information and answered detailed questions
- Noted that a campus web site would soon be available to track progress
- Suggested that evidence needs to be strong to show success, not just gut feelings.