

**HLC Criterion 3 Committee  
Core Component 3b Subcommittee**

**Meeting  
December 8, 2004**

The Core Component 3b Subcommittee met on December 8, 2004 in UC 203.

Members present: Steve Friedman, Anne Hamilton, Barbara Monfils, Wilfred Tremblay.

The meeting was called to order at 1:05 pm.

Discussion then focused on the specifics of writing the initial draft of the committee's report.

- Question of the term "varied learning environments" ultimately led to a conclusion that this would mean a focus on faculty.
- All committee members will provide documentation to support their assertions.

Monfils said that John Stone would provide a style guide for all writing.

**Timeline**

- February 1, 2005 the subcommittee's first draft is due.
- Friedman said there will be a Learn Center luncheon in February which may allow the committee to conduct a focus group.
  
- Revised Draft is due April 1, 2005

Next meeting will be February 2, 2005 at 1:00 pm.

Meeting adjourned at 1:50 pm

Respectfully submitted,

Wilfred Tremblay