

Minutes
HLC 3C Committee Meeting
UC 203
October 29, 2004

Present: Heiber, Monfils, Smith

Heiber called the meeting to order at 9 a.m.

Monfils provided several items of information:

- Four self-study questionnaires will be distributed to: academic departments, graduate programs, stand-alone majors, and non-academic programs. They will be distributed on November 1st and due back on February 1st.
- The D2L web site dedicated to HLC has updates of the Audit and Review reports and OPRs.
- Course syllabi may be another useful source for information.
- On December 14th, the Criterion 3 group will be meeting together for a progress report and lunch.

The committee agreed on several steps and deadlines for completing the report

Step 1: Come to the meeting of the 3C committee with a list of services that support our basic questions. Due: 10 a.m. November 19th.

Step 2: Expand the list of services with supporting content and data. Rough drafts of answers to each question should be finished. Information should include: (a) definition of the service; (b) information on who is served supported by data; (c) material on how the program is assessed; and (d) strengths and weaknesses of the service. Due by first week of January.

Step 3: Final revisions of our materials and review by the group as a whole. February deadline.

Step 4: Final report ready for final editing and submission. April 1st deadline.

Assignments for writing the report will be as follows:

Question 1: Monfils and Grigsby

Question 2: Heiber

Question 3: Smith

Question 4: Heiber and Smith

Question 5: Monfils

Heiber will confirm with Paul that he could act as a resource from the student perspective to identify critical student services. He could assist as editor and reviewer and in presenting strengths and weaknesses.

The committee reviewed the core values, UWW mission, and UWW objectives to insure that questions addressed those topics.

The meeting adjourned at 9:50 a.m.

Respectfully submitted,
Lois Smith