

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

June 20, 2005

The June 20, 2005, meeting of the Higher Learning Commission Steering Committee began at 3:00 p.m. Pat Casey, Howard Ross, David Wilder, and A.J. Paul were not present for the meeting. Brian Mattmiller's replacement, Sara Kuhl, was introduced to the rest of the group.

John distributed a draft of the Introductory Chapter, complete with the major sections. It needs some reformatting, and will ultimately end up being about fifteen pages in length.

John would like to meet once more this summer, preferably in August. The meeting will probably be held during the first week of orientation.

Sub-Committee Updates

1. Criterion #1 (James Bronson) committee: This group is working on an individual basis, and is still on track to have a draft done by some time in August. Dr. Bronson estimates that they are fifty-sixty percent finished.

John interjected with a reminder that September 1, 2005, is the deadline for completion of drafts of all the chapters.

2. Criterion #2 (Randy Marnocha) committee: This group is making progress. Already has a good draft of the first two, and started on third. So far, it is 25-26 pages and Randy is finding that there are massive amounts of information, which need to be edited down. Will have a draft of his chapter by end of August.
3. Criterion #3 (Barb Monfils) committee: The group has reviewed all of drafts A and C. Some group members have review draft of B. All chapters then have to be pulled into one. Making good progress.
4. Criterion #4 (Howard Ross) committee: Ed Erdmann, speaking for Howard, indicated that the fourth chapter is substantially drafted. The group is meeting every week this summer. They are rewriting three drafts into one.

5. Criterion #5 (Ron Buchholz) committee: There are four sub-writers working on this chapter. They will be finished by the end of July, with the chapter written by mid-August.

The final report will consist of the Introductory chapter, subcommittee chapters, summary chapter, and one additional chapter. The additional chapter will include information about the on-line undergraduate degrees.

Discussion

The group was asked for suggestions as to how to promote the site visit. Some suggestions included t-shirts and bookmarkers. Others included: The Chancellor's address; e-mails; a banner in downtown Whitewater, Textbook Rental; RP ads; Schedule of Classes cover (spring 2006); and on the WINS page. Another series of workshops will be held this fall that will introduce the final chapters.

A timeline for the Home Stretch Run was distributed with the agenda and reviewed by the group. John, again, reminded the group of the September 1 deadline for a draft chapter from each subcommittee.

A writing team will be formed to do the editing and clean-up of the chapters, with the final report finished by early December. The final report will be sent to the eight-member site visit team in mid-January.

The winner of the fifth *Know Your Campus* competition was Joyce Huang.