**HLC Steering Committee Meeting**

**2/8/11**

**12:30 p.m. – 1:30 p.m.**

**St. Francis River Room**

**Present:** Dr. Lynita Cooksey, Co-Chair, Dr. Julie Isaacson, Co-Chair, Dr. Osa Amienyi, Dr. Beverly Boals, Russ Hannah, Nancy Hendricks, Dr. Cherisse Jones-Branch, Dr. Kathryn Jones, Randy Martin, Dr. Andy Novobilski, Sarah Peoples, Dr. Lonnie Williams, Dr. Louella Moore, Dr. Richard Grippo, Dr. Deborah Owens, Marie Dockter

**Absent:** Kevin Linker, Dr. Jim Washam, Mark Young, Jeff Bailey, Dr. Dick Freer and Pradeep Mishra

Dr. Cooksey called the meeting to order at 12:30 p.m.

Discussed co-chairs for subcommittees – they are to guide a group of people in core components.

Component 4 – Gen Ed in this

Dr. Novobilski is a pier consultant evaluator for PEAQ.

Need to send subcommittees with e-mail addresses to committee.

Need to assemble committees face-to-face on a regular basis – how, when and where. May want to divide subcommittees into other subcommittees to work on various criterion.

Need to take notes of each meeting and email to the group.

Website for HLC – make available to campus.

How are you communicating with committee?

Discussed Insight – an add on to TracDat – designed for self-studies and strategic plan initiatives.

Those not on steering committee are welcome to join meeting and update us on subcommittee progress.

Dr. Cooksey indicated to Sarah Peoples that we need student representation on some committees and to let her know of any students who may be interested.

Dr. Cooksey indicated that a resource room will be mainly electronic and will send to team prior to visit.

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Administrative Liaison – working on this per Dr. Cooksey

Growing Pains\*

\*Role & Scope – research institution by ADHECB

International Student Growth

Strategic Planning – will mesh with five criteria of HLC Self-Study

Assessment & Evaluation – HLC is doing this for non-academic

\*Distance Learning – based on number of programs you have

Compliance with Federal Policy

We are one month off track – where do we want to be?

Spring semester – subcommittees collect evidence for core components of criterion. What we do well, what can we do better, how do we move forward?

May 15 – written draft from committee and evidence and by fall start the writing process.

Consultant Evaluator would rather see early 2 years of 10 year process in place rather than 2 years of collections.

Link from our website to HLC website.

News statement to public stating we are having a self-study – any comments on ASU send in.

Dr. Cooksey will meet with Deborah Owens & Jim Washam and Jeff Baily and Louella Moore.

Meeting adjourned at 1:30 p.m.

Submitted by:

Chris Collins

Assistant to Dr. Lynita M. Cooksey