

Higher Learning Commission Steering Committee Minutes
November 30, 2005 at 3:00 PM

Attending: Richard Nelson, Bob Nelson, Bruce Brorson, Rachel McCoppin, Steph Helgeson, Michelle Christopherson, Pamela Holsinger-Fuchs, Laurie Wilson, Bill Peterson, Eric Burgess, Tricia Sanders, Mark Huglen, Judy Neppel, Chuck Casey, Owen Williams, Joe Massey, David Seyfried

1. Chair Committee Reports

- **Introductory Chapter:** Bob Nelson forward the fourth draft to Neppel and Huglen. It is the final draft stage. Huglen reported that it's in a final edit stage and requires Williams review for insuring accuracy in the APA format. Neppel will forward to the Design Team for their meeting on Friday.
- **Criterion I:** Bruce Brorson reported on the chapter development. The committee submitted it to Neppel & Huglen. They will meet again soon to look at diversity section. Huglen states that the edits are nearing completion.
- **Criterion II:** David DeMuth was not present. Huglen and Sanders reported that the Criterion 2 chapter is close to completion. Sanders has been in contact with finance department in the Twin Cities and they are reviewing it by e-mail. David Crawford has been helping with this chapter. It is ready for the final edit except for minimal financial data inclusions. The draft can be sent out.
- **Criterion III:** Laurie Wilson reported on Criterion III, Chapter 3. Grave was unable to attend. Wilson reported on the current population status of the Syllabus Manager, Web Directory and TEAM projects. The Committee is working hard to gather information. Neppel commented that this chapter hasn't been submitted and is the pivotal chapter on teaching and learning. Neppel thanked Wilson and the Committee for the accurate data reports. Policy needs to be established to communicate on-going data upload expectations for the syllabus and CV repositories, and assessment program.
- **Criterion IV:** Bill Peterson reported progress on the Criterion IV, Chapter 4. The committee met this past Monday to review suggested editorial changes. Nelson asked if the editorial recommendation were helpful. Peterson said they have implemented the suggestions. Huglen commented that this chapter is in good shape.
- **Criterion V:** Pam Holsinger-Fuchs and Rae French reported that their committee has some work left to do. Additional data is being collected and the narrative is being polished.

Neppel reported that the Design Team is meeting to discuss the self study format and enhancements. They are an enthusiastic group and will make the paper and web version impressive. The Team consists of J Neppel, R. Nelson, D DeMuth, M Huglen, J Zak, T Sondreal, S Hannah, K Thompson, and O Williams.