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**Members in Attendance**

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- Barbara Barnett
- David Cook
- Ann Cudd
- Diane Goddard
- Nelda Godfrey
- Sara Rosen
- Rodolfo Torres
- Susan Twombly
- Ben Wolfe
- Abby Coffin
- Lindsay Hamm
- Sandra Hannon
- Paul Klute
- Barbara Russell
- Deb Teeter
- Gavin Young

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**Topics Discussed**

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- Introduction of Andy Lootens-White
- Discussion of data, what level is desired, how much, every aspect of every program? Advised to go for a balance.
- The peer reviewers are familiar with higher education. There are various ways to show the evidence. It needs to stand on its own.
- Suggested we use narrative to show connections and explanations and use bullet points to list facts.
- A template of the peer reviewers report is available on the website.
- Be forthcoming about problems and show that you are working on it.
- In component 3E about co-curricular programs we should focus more on academics and the well-being of students
- There is a share fair at the HLC conference with examples of other reports.

**Future Meetings (Date/Time/Location):**

- February 27, 8:30-10:30 a.m., Provost's Conference Room
- March 5, 3:30-5:15 p.m., Regent's Room
- March 24, 1:30-3:00 p.m., Provost's Conference Room
- April 22, 11:00 a.m. - 12:30 p.m., Provost's Conference Room
- May 8, 8:30-10:00 a.m., Provost's Conference Room