

Members in Attendance

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| • Barbara Barnett | • Abby Coffin |
| • Ann Cudd | • Heather Eastlund |
| • Diane Goddard | • Sandra Hannon |
| • Sara Rosen | • Paul Klute |
| • Rodolfo Torres | • Barbara Russell |
| • Susan Twombly | • Deb Teeter |

Topics Discussed

- Signed contract with CampusLabs for accreditation software
- Status updates from HLC staff
 - All are collecting evidence
 - Some are starting draft or draft outlines
 - Looking to see where there are holes in the evidence
- Susan announced that we are bringing in assessment expert (Barbara Walvoord) to do a series of 2 hour workshops for programs that don't have assessment plans. She will meet with the UCCC to help assess the outcomes of the KUCore. She will also meet with the HLC assessment subcommittee.
- Discussion of Backward Mapping. We would like to do this collectively so we need to think about what we would ask.
- Paul Klute gave a brief introduction to the CampusLabs accreditation software. He will give more detailed training to the subcommittees.
- Evidence and writing style discussion
- We plan to use the same style of writing used in the 2005 document, bullets and short paragraphs
- If we are going to do focus groups we need to do them collectively so at a future steering committee we need to discuss what to ask
- We have much evidence already available, Susan gave several examples.
- What to do with evidence that crosses criteria. We may need to use the same evidence in more than one section, or perhaps link to another section of the report.
- We will for the most part provide evidence about recent activity, but in some cases we will want a longer historical view.
- We will be more expansive at the beginning and then we will cut down at the end.
- Discussion about who will draft the text for each criterion. Subcommittee members or the subcommittee chair and staff. Plan on 25-30 pages per criterion.
- Provide some context to the evidence
- The Kick-Off meeting will be on August 29 and will include:
 - The process, the final report, evidence, and subcommittee charge
 - An introduction to CampusLabs
 - An overall meeting and then separate subcommittee meetings

Tasks	Date	Who is Responsible?
<ul style="list-style-type: none"> • Focus Groups: <ul style="list-style-type: none"> ○ What questions need to be asked? ○ What affinity groups should be included? 	10/18/2013	Steering Committee

Future Meetings (Date/Time/Location):

- August 29, 2013, 3:45-6:00 p.m., Adams Alumni Center
- November 18, 2013, 2:00-4:00 p.m., Provost's Conference Room
- December 16, 2013, 2:00-4:00 p.m., Provost's Conference Room