

---

**Members in Attendance**

---

- Barbara Barnett
- David Cook
- Diane Goddard
- Sara Rosen
- Susan Twombly
- Ben Wolfe
- Gavin Young
- Lindsay Hamm
- Sandra Hannon
- Paul Klute
- Barbara Russell
- Amy Smith
- Deb Teeter

---

**Topics Discussed**

---

- Diane and Heather noted that assessment is coming up a lot in their subcommittee and how it intertwines with operations. They asked how to frame how assessment figures into budget planning. Susan said to focus on how the results of assessment feed into budget planning.
- Paul will create a parking lot in CampusLabs where people can put extra evidence and evidence that could fit better in a different section
- Status updates from HLC staff
  - Barbara mentioned that her committee is wrapping up and will now look for holes for the committee to fill in
  - Diane said they have enough evidence for the next 100 reaccreditations, they got fine grained evidence that won't make it into the final report, next they will focus on the best examples of evidence
  - Amy said their committee has already reviewed one time through all four components on Mission and plan to review a second draft. They will also soon be reviewing all five components on Integrity.
  - Barbara R mentioned that their committee has reviewed four of the five components and will have them all reviewed before winter break. Revisions are slowing coming in.
- Susan is hoping on Feb 1 we can share what everybody has and see where we go from there
- Paul announced that the assessment template is ready to go. Just waiting for the December deadline
- Lindsay is working on assumed practices. She is still working to fill in some gaps.
- Andy Lootens-White from HLC will be visiting campus on February 14
- Amy asked about graphics in the document. Susan said that having an occasional graph or table is good. Paul said that graphs will have to be inserted manually. Deb pointed out that we will establish the standard and Marcom will do the polish.
- Susan asked the focus group questions to the steering committee both to ensure that they are appropriate and to get the committee's responses.
- Make sure you include enough information to your section to address your component even if the same information is included in a different section in case the reviewer doesn't read the other section.

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

- December 16, 2013, 2:00-4:00 p.m., Provost's Conference Room