

Minutes

HLC Criterion 3 Team Meeting

Wednesday from 9 – 10:00 AM in Sattgast 314.

Present: Andy Hafs - Chair, Jim Barta - Co – Chair, Michael Urban, Tammy Bobrowsky, Leslie Darmofal, Zachary Johnson,

Excused: Debbie Guelda

Not Present: Corey Stockman

The items of business included:

Marty Wolf visited and provided us an overview of our charge, reminded us of the timeline, and made suggestions for how we may go about collection data and organizing our work. He suggested we use 'One – Drive'. Jim Barta will get this started and communicate when it is set with the rest of the team.

Introductions - Team introduced themselves and the agenda was presented.

Setting future meeting dates – It was decided we would meet regularly every two weeks (Wednesdays) from 9 – 10:00 AM in Sattgast 314. Please mark your calendars. Our next meeting will be February 7th.

Determine the procedures we want to use/ Decide on individual and team responsibilities.
– Several strategies for organizing were discussed. Ultimately, it was agreed that individuals would 'claim' certain sections of Criteria 3 and lead on them. These individuals will begin digging for or providing the data required to evidence the criteria has been met. At future meetings, leaders will report out on what they have to date accomplished. It was suggested we build a projected timeline to name goals and keep pace. It was suggested we try to have our draft response completed by May.

Criteria 3.A. – Michael Urban

Criteria 3.B. –Andy Hafs

3.B.5. – Leslie Darmofal

Criteria 3.C. – Jim Barta

3.C.4 – Debbie Guelda

Criteria 3.D. – Zachary Johnson

Criteria 3.E. – Tammy Bobrowsk

Discuss what evidence we need to collect and discuss the how we will do this and how we will share it. – As previously noted, Marty explained what data we need and where to look/ask if we need help acquiring it. The bottom line is that we must state our claims very succinctly evidenced by data.

Other – It appears that we will use a rotational volunteer for taking meeting minutes each time we meet. Andy agreed to act as the lead person in this Criterion work.

Minutes completed by Jim Barta