

HLC Criterion 3 Team Meeting Minutes
Wednesday from 9 – 10:00 AM in Sattgast 314
February 21, 2018

Present: Andy Hafs (Criterion 3.B) – Co-Chair, Jim Barta (Criterion 3.C) – Co-Chair, Debbie Guelda (Criterion 3.C.4), Leslie Darmofal (Criterion 3.B.5), Corey Stockman (Criterion 3.E.1.) Tammy Bobrowsky (Criterion 3.E), Zachary Johnson (Criterion 3.D)

Not present: Mike Urban (Criterion 3.A)

- Approved minutes from February.
- Andy asked that we post agendas and minutes on both OneDrive & the BSU HLC webpage. Keep the file names consistent with what's already posted.
- Update from the HLC Chair's meeting:
 - A clarification on data requests: if you can get the data yourself, go ahead—but if you have to ask for that data from someone else, use the data request form online.
- A brief discussion on process: Jim offered that he's started writing to help get the process going. Some discussion on procedure—we should be gathering data by now and starting to write, but don't get attached to your writing; edits will come later in the process from the president, etc.
- Team Member updates:
 - Debbie (3.C.4): need to address attendance & presenting at conferences, but this data is not readily available; CVs are supposed to be collected, but not confident this info will be included in them; per Andy, make it a data request, but identify it as a weakness if need be.
 - Zach (3.D.1): working on a list, how wide of a net are we casting? Discussion on inclusion and organization of student services.
 - Discussion: Aim for first draft done by the end of this semester, though they are technically due at the end of fall. Each section has a word limit of 1000ish.
 - Jim (3.C): working on writing narrative.
 - Tammy (3.E): Library faculty are working on data for 3.D.4 and 3.D.5. Brainstorming on 3.E. Corey has obtained a list of student clubs & organizations and community-related programs/events and will send these to Tammy.
 - Leslie (3.B.5): writing & processing
 - Andy (3.B): we reviewed his work on 3.B.1, looks good.
 - Discussion: We should indicate that data has been requested by inserting the following within the text : [data requested]
- Next meeting is March 7th. Zach will have section 3.D.3 ready for us to review.

Submitted by: Tammy Bobrowsky, 2/21/2018