

#### Criterion 4 Meeting Minutes:

1. Al stated Phyllis Wille will assist Lori Garrett in writing the criterion for report to be submitted to Randy.
2. Each sub-team reported on their progress:
  - a. John Hoagland- reported on sub-component 4C. John stated that he was not sure 'how far should he go in getting the info, when is 'enough evidence'. One question came up about Capstone? What is Capstone? Once we got clarity, other team members gave suggestions on what they thought would document the Capstones at DACC. Suggested he talk to Bruce Rape and Penny McConnell for info on major departmental initiatives.
  - b. Carla will send John a copy of the Graduate Survey.
  - c. Larry Korte reported on sub-component 4A. Larry had the same question with how much info do we collect? Tammy, also on sub-component 4A, stated she has not completed analyzing the numbers on Professional development.
  - d. Carl submitted hand written report to Lori, will type and submit in a word document.
  - e. Lori has requested that the team send information via email so she can use it to piece together her report.
  - f. Al and Lori will meet next week without the whole team to begin preparation on criterion 4 submission. Will up-date rest of team at a later date.