

Criterion 4 Meeting Minutes
Tuesday, October 10, 2006

Attendance: Al Bello, Chris Martin, Carla Boyd, Janet Ingargiola, Chuck Hantz

Absent: Lori Garrett, Scott Heatherton, Larry Korte, Lyle Hicks, Tammy Howard

- 1) Al informed the group that Lori Garrett has volunteered to be the writer for the team
- 2) Reviewed information Al received from the Steering Committee team. There is major overlap with criterion 3 and criterion 4 goals and objectives. The team will work closely with team 3. Key point: Narrative must be evaluative (primarily) and descriptive, use examples from each division and all other information collected should be placed in the Resource room, have bulleted findings for criterion 4 at the end of our section, don't focus on research component.
- 3) Tasks for next meeting:
 - a. Al will review website for examples of what other schools are doing
 - b. Al will contact Randy Fletcher to get a copy of last self study
 - c. Will assign specific tasks to team member at next meeting
 - d. Al will send materials to all team members for their review prior to the next meeting
 - e. All team members are encouraged to bring ideas on how to proceed
 - f. Al will get every team member a copy of 'Challenge of Evidence & the Evaluative Writing Example
 - g. Al will contact team members to decide the best time and day to meet in November (one suggestion was to meet before classes start for the day, around 7:45 am)
- 4) **Next meeting : TBA**