

Criterion 4 Meeting Minutes

Tuesday, October 9, 2007

In Attendance: Al Bello, Larry Korte, Lori Garrett, John Hoagland

Absent: Janet Ingargiola, Chuck Hantz, Chris Martin, Scott Heatherton, Carla Boyd, Phyllis Wille, Lyle Hicks, Tammy Howard

1. Al again stressed that the sub-teams must make more progress in writing their drafts. They can be in bullet form and Lori will rewrite it into narrative, the sub-teams do not need to turn in any documents with their writings. Al again showed how to use the Criterion 4 table of contents as the writing guide for the sub-teams.
2. Tammy had Al pass along a message to Larry regarding needing clarification on some of the items that they are writing. Al told Larry it would be best if he contacted Tammy directly the next day.
3. Al has a disk for Lori containing the short answer results in electronic format from the faculty/staff survey. Lori will also be contacting Lynn Brauninger for access to some of that data in electronic form.
4. Al will need to ask Carla to attend the next HLC steering committee meeting in his place. He will contact her immediately.