

Criterion 4 Meeting Minutes Tuesday, September 25, 2007

In Attendance: Al Bello, Larry Korte, Tammy Howard, Lyle Hicks, Carla Boyd

Absent: Lori Garrett, John Hoagland, Janet Ingargiola, Chuck Hantz, Chris Martin, Scott Heatherton

1. Al passed out and reviewed the Employee Survey results. The survey was conducted during Opening Session. Al will send the actual stated responses electronically to the team for possible use in helping document our respective sub-components.
2. Al shared information from the Steering Committee. There will be more data collection from students. In October around Spirit Week, the student government will spearhead the effort to get students to complete surveys.
3. In November, there will be a focus group with external constituents and Advisory Committees. Examples are, Board of Directors, Foundation Board, Labor Management Council, Vermilion Advantage, etc.
4. There will be a focus group of on-line students, approximately 12 students.
5. Mary Coffman and Randy Fletcher are working on a writing guide, which will be available on the webpage soon.
6. Timeline for the teams: written documents will need to be turned into Randy Fletcher by mid-March, 2008 no later than early April, 2008
7. **Charge to the entire team: Get your sub-component information to Lori Garrett ASAP!**