

SUMMARY  
HLC Self-Study Steering Committee  
3-4pm—September 1, 2005—School of Business 238

Present: Drs. Guy Farish, Teri McCartney, Sandra Starnaman, Georgia Grantham, and Frank Novotny.  
Ms Barbara Friese, Mr. Ken Marquez, Mr. Bill Mansheim, and Ms Di Machado

- I. The Steering committee decided that monthly meetings would be adequate for the time being. Farish will coordinate schedules to find a time when all can meet.
- II. The need for several surveys was discussed. The electronic survey software Zoomerang will be purchased so the campus can construct and distribute several surveys.
  - a. Help in survey construction will be sought from local experts in the Psychology Dept.
  - b. Electronic and hard copy surveys will be distributed
  - c. Criterion committees 1 and 5 will coordinate efforts to avoid duplication
- III. Reports from subcommittees
  - a. Criterion 1 is producing their second draft, will provide it to the Writing Committee soon.
  - b. Criterion 2 has developed a draft strategic plan which will go out for public comment soon, it is on the web at [www2.adams.edu/pubs](http://www2.adams.edu/pubs). Also working on ZBB crosswalk process, will report more next meeting.
  - c. Criterion 3 had a successful meeting with Dr. Janice Denton on August 19<sup>th</sup>. Academic departments will assess program writing goal(s) to give a cross-campus perspective, and will choose one other program-specific goal to assess during this cycle.
- IV. An accreditation celebration will be scheduled for January. Subcommittee chairs will decide what we will want to present at that event. The Library may be used for part of this event.
- V. Dr. Mary Breslin, our HLC liaison, will be on campus Sept. 28-29, may be a good time for our next steering committee meeting.