HLC Criterion 3
Agenda - 12/16/14
Present: Margaret Doell, Debbie Chapman, Rosanna Backen, Mark Pittman, Beth Bonstetter, Ken Marquez
Absent: Ed Crowther, Jenna Neilsen, Liz Thomas, Beth Apodaca Ruybal, Michelle Romero

1. Minutes from last meeting - Approved
2. Updates:
   - Ed - absent
   - Ken - Continuing to identify things we do together with Mark
   - Jenna - Absent
   - Rosanna - Gave overview of some key library initiatives such as Personal Librarians for freshmen, data on users of various databases, etc
   - Debbie - added detail to the brainstorm sheet on relevant areas
   - Leslie - last year’s fac dev year end report; need programming details for this year - tabled (Margaret will work on this with Leslie - some will come from department info sheets)
   - 3.C.3 - Instructor Evaluation (thoughts?) - tabled until faculty are present

3. Review of Academic Department Information Form - Margaret gave a brief look at this form and how it was structured. Committee members were asked to take a look at it over the break and give suggestions for changes. The intent is for the form to be distributed in January and for departments to have a month or so to complete it. A similar form will be developed for non-academic offices.

4. Next Meeting - 1/27/14 @ 4pm

Meeting adjourned about 4:30pm.