Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>AM- Aaron Miltenberger</th>
<th>CM- Christy Miller</th>
<th>KD- Kevin Daniel</th>
<th>ST- Scott Travis</th>
<th>MS- Mark Schoenecker</th>
<th>BM- Bill Mansheim</th>
<th>CS- Carol Smith</th>
<th>DS- David Svaldi</th>
<th>HH- Heather Heersink</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
</tr>
</thead>
</table>

Meeting Agenda

Items for Discussion

- Review of assignments
- Review of timeline

Meeting Notes

1. Divided up responsibilities for different criterion. See Google doc for details.

2. Discussion needs to take place regarding meeting minutes (cabinet, PASC)
   - Can we mandate this for all committees? Should all of them be accessible to all vs just the campus? Behind a password?
   - We should be encouraging the different governance groups to post their meeting times online
   - Recommendation- put all policies in central location. catalog.adams.edu is one
potential location for document storage

3. Organization of committee work:
   ● Kevin will create subfolders for each criterion (5.A.2, etc.)
   ● After we assemble, will work with steering committee to "create one voice" in final document language

4. Committee timeline:
   ● **By top of Feb**, each individual committee member will have an initial draft of their section to bring to the group for an initial reading, including narrative and evidence (even if missing data, questions, etc.).
   ● **Need to have Criterion 5 initial draft ready for steering committee review by April 15.**
   ● Aaron: Review draft at an open meeting so others can comment and make suggestions for improvement

Decisions and Action Items

- Item 1
- Item 2

Next Meeting:
12/08/2014

Adjournment