Agenda - Criterion #4 HLC  
September 25, 2014  
8am to 9am -- EC 101

Attendees: Karla Hardesty, Stephanie Hilwig, Margaret Doell, Beth Robison, John Taylor, Judy Phillips, Mike Tomlin, Ken Marquez, Carol Guerrero-Murphy, and Andréa Benton-Maestas, Beez Schell, Brandon Wilde, Curt Howell

Items:

● Introductions

● Discuss Criterion #4
  ○ Beez discussed #4 within the larger picture of HLC; she showed the HLC website and gave an overview of the accreditation process  

● Google Drive Items
  ○ Beez showed the committee how the Google Drive will work for #4 assignments that will need to be completed. This folder is shared with the #4 committee members and will be used as a primary means of communication and file sharing;  
  ○ One of the folders will be “What we have/need/want” table; committee members can add items that we will need for writing narrative  
  ○ Beez showed the other folders/items which includes VALUE Rubrics, yearly assessment report scores, etc.

● Begin creating leaders for assignments
  ○ who will do what? Divide and conquer  
  ○ do we need program goals to be on each syllabi and reviewed by CRC -- who is working on this assignment?  
  ○ What do we have and what is missing?  
  ○ What can we start to do now?

● Timeline
  ○ working back from April/May 2016 (everything done)  
  ○ The committee decided to keep same day, time and place and meet in the fall at least every two weeks.

Additional Notes From Meeting:

Areas to explore to gather information:
- Gen Ed; program; (Margaret)
- Brandon - 4B/assessment
- Carol - 4A
- Karla - 4C

- Beez - put the have/have not -- broken down by number
- Ask all departments about alums (examples of); via Fb to find alums; alumni survey (past - do another?)
- Gen Ed issue -- the loop not closed
- Review the spring 2014 - 5-year review (rubric) to Frank; review this process
- Put assessment plan on the drive (what our policy is and should be) - need info on how we use 5-year program review -- contact CRC (chat with chairs); Assessment sits on grad council too (Beez will ask Frank)