

Criterion Four: Teaching and Learning---Evaluation and Improvement Meeting Minutes & Agenda

Minutes of Jan. 22, 2013, Criterion Four meeting:

Criterion 4 members present: Albitz, Frankie; Desy, Betsy; Loft, Jan; Nelson, Linda; Vierstraete, Sonya. *Members absent:* Carol Bossuyt; Sara Fier (on sabbatical)

The primary purpose of this meeting was to direct criterion four members to beginning writing summaries of the evidence that each has collected to support criterion 4 subcategories. Betsy reviewed the revised HLC Working Timeline for Fall 2012 through Fall 2014 that was developed by Lori Baker. Also distributed as an example of how to write summaries were copies of 'Examples of evaluative writing and template idea for the self-study chapters' also developed by Lori Baker. A discussion of format style followed.

Frankie Albitz reported needing additional information from faculty on faculty professional development activities. Frankie will write 2-3 questions related to this topic that will be distributed to faculty during Assessment Day, Feb. 20, 2013. The hope is that faculty will respond quickly so the data can be compiled in a short time.

The next meeting of the subcommittee is scheduled for Feb. 26 at which time we will review all the written summaries and determine the next step in the process of writing.