

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

February 9, 2012

Members attending: Frankie, Linda, Betsy, Jan, Kelly

Members absent: Carol, Sara, Sonya

We reviewed materials that have been collected to-date. The Criterion 4 spreadsheet, found on the 't' drive under HLC—Steering Committee, then Criterion 4, has been updated. Betsy urged everyone to look at the posted spreadsheet as it is slightly different from the one posted in Fall semester. The new spreadsheet was modified to reflect the newest version (gamma) of HLC accreditation criteria.

Betsy is collecting evidence related to anything that has the source listed as 'Department' and "CN'. However, there is additional evidence to be collected (see the spreadsheet). Criterion 4 members are free to review the remaining evidence needed (i.e., no name has been assigned to that category), and take the initiative to collect said evidence. Please send an email to Betsy if you are collecting evidence for which you did not previously sign-up for to avoid duplication of effort among group members.

We discussed a timeline for the rest of this academic year—completing data collection as per our spreadsheet. In Fall 2012 (or sooner if deemed appropriate), criterion 4 members will review collected evidence and write a short (i.e., 1-2 page) summary of the highlights of specific sets of data. This latter step is necessary as HLC does NOT want a 'data dump'.

Our next meeting will be after spring break. If anyone has any questions before then, please email Betsy and the group can correspond via email.