

**HLC Steering Committee
Agenda
March 1, 2013**

*8:45 – 10:00 a.m.
SC 206*

- I. Survey updates
 - A. Community/alumni/employers/faculty/staff and admin – Bill
 - B. Students -- Alan
- II. College Now information to share
- III. Writing the chapters
 - A. Review team templates and what they look for—info to share with our teams as they write chapters
 - B. Reminders and tips for drafting
 - 1. Reminder--Handout from Marcy on the t-drive (in the “Self-Study Writing and Process Documents” subfolder) and D2L regarding Word
 - 2. A lot of writing anxiety/writer’s block out there; what Lori needs is whatever you can provide for her—detailed notes, bullets, a timed freewrite are all OK—no need to stress over language choices and tone. Most important is for Lori to see what the main topics your team thinks need to be covered are and explanation of them; what are the key examples and evidence; what are the overall strengths and concerns? **Each chapter should have an evidence list at the end of the chapter.**
- IV. Planning now that we know our official visit date (Oct. 20-22, 2014)
 - A. Remember that the final version of the self-study has to be sent 8 weeks before the visit.
 - B. Substantive change for RN-to-BSN might be embedded; must “apply” first
 - C. PR work
 - D. Hospitality team and efforts—when will that kick in?
- V. Other
- VI. Next Meeting: March 22, 2013, 8:45 – 10:00, SC 206