

Sept 5, 2012

The following information was sent to all returning Criterion 4 members via an email attachment as the group's meeting time, Wednesday, Sept. 12, had to be cancelled. Instead of rescheduling the meeting for September, correspondence among criterion 4 members was done via email per agenda items listed below.

HLC Updates (taken from Lori Baker's minutes): We will have to wait for HLC to follow their process for selection of a new date now that the visit has been postponed until **2014-2015**. We are hoping for our first choice of a fall date rather than spring, as Pres. Wood mentioned at the all-university meeting. Though the visit has been postponed, our timelines essentially remain the same. Previously HLC was going to visit at the end of March and the first few days of April; now, if they come at the end of September or beginning of October, essentially that is not a substantial shift in terms of our preparations. The later date allows the new president to come on board and make suggestions in the document. The self-study will still need to be finalized approximately 8 weeks before the visit, so it will need to be ready to go at the beginning of fall semester of 2014 for our preferred visit date.

Review of Criterion 4 progress: Our criterion progress looks good. We still have a few "holes" out there on the spreadsheet, but those are mostly Betsy's. If you have finished collecting data, please begin to summarize what you have collected.

Survey Questions: **If you need to collect data via a survey, please send your questions to Betsy NO LATER THAN SEPT 20.** Criterion team leaders will report what survey or focus group questions they need at the next Steering Committee meeting on Sept. 21. Lori Baker and the HLC committee would like to put all questions on one survey and present it to the faculty for their approval before distributing it on campus. Let me know if you have any questions about this.

Next Meeting Time: Our next meeting will be in early October. I will send out a doodle to see what dates and times work for everyone.

Other questions?? If you have any questions, please email Betsy. She will include the question and answer to all members (if appropriate). Let Betsy know if you have any concerns/issues before our next meeting.