HLC Steering Committee
Meeting #2
Friday, July 15, 2011
1:00 p.m. – 2:00 p.m. Student Center, Orr Room

Attendees: Marilyn Buck, Michael Maggiotto, Nancy Cronk, Kay Hodson-Carlton, David

Perking, Clare Chatot and Bryan Byers

Notes for May 6, 2011 were accepted without revision.

Old Business:

Setting up subcommittees

- The individual committee chairs reported on their progress with setting up their subcommittee.
 - o The committee chairs reported on those individuals who had accepted their invitation and those who turned them down.
 - o Kay Hodson-Carlton and David Perkins stated that they had a hard time getting anyone from natural sciences.
 - o AAIR will be involved with multiple committees so it was suggested that the committees try to combine their meetings with AAIR.
 - O The committee wanted to know if they could ask individuals that were not on the list that the deans provided. Dean Maggiotto said he did not see a problem with that but thought it would be courteous to run it through the deans' offices before asking those individuals.
 - Dr. Buck and Dean Maggiotto will let the deans know, at the next council of deans' meeting, that they may be contacted by committee members.
- President Gora will be sending out official letters acknowledging this committee.

New Business:

- Marilyn Buck announced that there would be a full time person assigned to set up meetings, arrange meeting space and record minutes.
- Surveying students, faculty and staff is an appropriate way to obtain data; keeping in mind that the NSSE will be done this year so be aware of duplication.
- When writing our reports we should expect to find areas that need improvement. We need to address the weakness and assess how to monitor and make the adjustment to improve it.
- Our committees may need access to some of the same key individuals. We should try to combine these meetings so as not to overload their schedules.
- Plans were discussed to go to the HLC regional meeting.
- The committee would like to see the document from the last accreditation.
- The committee would like to see a current report and have Bob Appleson come to a meeting.
- This committee should use their subcommittee members to collect information from their area and report back to their constituents about the process.

•	The two board members that have been appointment to this committee are Hollis Hughes
	and Barb Phillips.

• Nancy Cronk asked if the Foundation is to be included in the assessment and Dean Maggiotto explained that they were separate from Ball State University.

Next meeting and location TBD