

HLC – Criterion 4 Committee Meeting Notes  
March 7, 2022 from 3:00 – 4:00 PM  
Houston Hall 139

**Members Present in Person:** Erika Jackson, Kristin McGee, Kelly O’Connell, Doug O’Roark, Jen Pacheco, Chris Penick, Jason Roberson, Jeremy Tost

**Members Present via Zoom:** Erin Donovan, Erin Nix, Lisa Driskell

- Jeremy Tost called the meeting to order at 3:00.
- Jeremy Tost reviewed the meeting minutes from 2/8/22. No errors or omissions were noted.
- The committee engaged in discussion around creating subcomponent bulleted narratives.
- The committee examined three examples of subcomponent bulleted narratives. Subcomponent 4.A.1, 4.B.1, and 4.C.1 were looked at and discussed.
- Committee members volunteered to take lead on drafting bulleted narratives. All 13 subcomponents were accounted for by the close of the meeting.

4.A.1 – Chris Penick & Jeremy Tost

4.A.2 – Doug O’Roark

4.A.3 – Doug O’Roark

4.A.4 – Erika Jackson

4.A.5 – Erin Donovan & Jason Roberson

4.A.6 – Kelly O’Connell, Jason Roberson, & Kristin McGee

4.B.1 – Shanae Munde & Jeremy Tost

4.B.2 – Chris Penick & Jeremy Tost

4.B.3 – Jen Pacheco

4.C.1 – Jeremy Tost

4.C.2 – Kelly O’Connell & Jeremy Tost

4.C.3 – Lisa Driskell

4.C.4 – Kelly O’Connell

- The meeting concluded at 3:50.