Meeting Minutes:

1. Approved minutes last meeting – Dr. Gollob
2. Volunteer to take minutes – Dr. Dreiling
3. Website Update – Dr. Gollob and Andrea Keck
   a. Currently wrapping up Phase 1 updating program webpages (about 75 more to go).
   b. Phase 2 will involve about 173 sites. Will use the “take 10” approach with specific checklists to steadily make updates.
   c. Currently getting caught up on faculty profile pages.
   d. By the end of this semester, the hope is to be able to identify if there are any major problems that need to be addressed in the spring.
   e. Discussion on faculty personal websites:
      i. There are concerns that these sites could be outdated or have inaccurate information.
      ii. Andrea will pull information on the number of faculty who have personal websites linked on their profile page to determine the scope of use.
      iii. May ask faculty to update those personal sites.
4. Reminders:
   a. General rough draft due November 1
   b. Final rough draft due December 1
5. Dr. Haas / Dr. Bridge – will need to keep in mind a timeline for involving the Board of Trustees.
6. Evidence Discussion – Dr. Bridge
   a. Need to ensure that we show evidence in our policies as well as evidence that we are actually accomplishing what our policies say.
   b. Will likely have to use some judgement and discretion in doing a cost-benefit analysis on some types and amounts of evidence.
   c. Be sure to keep all evidence, even if it does not make it into the final draft.
7. Criterion Chair Reports – Criterion Chairs
   a. Everyone is making steady progress.
   b. Most feel that they will eventually need to scale down the amount of evidence/words.
8. December/January workshop dates for Criterion Chairs only
   a. Thursday, December 15th @ 2:00-4:00 (locations TBD)
   b. Friday, December 16th @ 2:00-4:00 (Tomlinson 331)
   c. Tuesday, January 17th @ 2:00-4:00 (location TBD)
   d. Wednesday, January 18th @ 9:30-11:30 (TBD)
9. Next HLC Steering Committee meeting – Friday, October 21st @ 2:00-3:30