1. Update on subcommittee membership
   a. Invited membership
   b. General call for participation

2. Blackboard overview
   a. Consolidate information and collaborate with other subcommittees
   b. Keep regular notes
   c. Sign up for discussion board
   d. Governance documents

3. Identify important information for your criteria
   a. What questions need to be answered to get this information?
   b. HLC assumed practices/correlation with criteria
   c. Facilitating data collection
   d. Getting outcomes information --- focus on measures / outcomes / data

4. Campus resource people
   a. Resources contacts list in development

5. Steering Committee meetings
   a. Updating and sharing information/resources
   b. Come to meetings with problems/data/info/success

6. HLC meeting arrangements

7. Publicizing HLC process/visit on campus
   a. Keep people in the loop
   b. Information item on agendas

8. Other business