Members present: Doris Macdonald (chair), Brianno Coller, Marc Falkoff, William Goldenberg, Mary Elaine Koren, Kristen Myers, Elizabeth Towell, Laura Vazquez.

Members absent: Murali Krishnamurthi, Lara Luetkehans

Ex officio present: Dan House, Donna Lynn, Jeff Reynolds, Sherrill Morris.

Ex officio absent: Virginia Cassidy, Carolinda Douglass.

1. Meeting began at 1:20 pm Macdonald and asked the committee for comments regarding the 28 September 2012 minutes.

2. Morris mentioned possible plans for publicizing NIU's mission and stressed the importance of the campus community knowing the university's mission

3. Towell will be heading up the Resource Room Committee; she reported to the Steering Committee that the group plans to meet on November 19.

3. Macdonald announced that the chapter drafts will be posted on Blackboard.

4. Vazquez and Falkoff discussed issues related to their criteria regarding to Vision 2020.

5. Ideas were discussed to help promote the self-study report and site visit from the HLC, e.g., town halls/reading circles to discuss topics in the report.

6. Steering Committee members then identified areas in the criteria where the subcommittee members are still searching for information.

7. Reynolds reported on Course Activity Documentation (CAD) noting that it meets reporting requirements, is user-friendly at all levels, will provide reporting units with rich data.

8. Macdonald will continue to post updated chapter drafts and asked that when accessing files that attention be paid to the date the draft was last updated.

9. Meeting was adjourned at 2:50 pm.