Attendees

Members present: Doris Macdonald (chair), Marc Falkoff, William Goldenberg, Mary Elaine Koren, Murali Krishnamurthi, Kristen Myers, Carol Patitu, Elizabeth Towell.

Ex officio present: Virginia Cassidy, Carolinda Douglass, Dan House, Donna Lynn, Jeff Reynolds.

Members absent: Brianno Coller, Laura Vazquez.

1. Minutes from the January 20, 2012 meeting were distributed.

2. Agendas and attachments were distributed.

3. A subcommittee membership list was distributed. Students and additional interested parties will be added, and the list will be republished at a later date.

4. Macdonald and Cassidy reported steering committee should expect only minor editorial changes to criteria.

5. Macdonald has posted a shortened version of the criteria on the Blackboard site under the HLC Resources directory (NIU HLC Self-Study > Content > HLC Resources).

6. Cassidy indicated that even though the Mission Statement Task Force does not have a final mission statement, it is appropriate for the Mission Subcommittee to move forward.

7. A campus resource list was distributed to the Steering Committee.

8. Macdonald gave an overview of the HLC documents which were distributed at the beginning of the meeting, noted two sample self-studies that have been posted on the NIU HLC Self-Study Blackboard community, and distributed a handout titled “Next Steps for Subcommittees”.


10. House explained how Institutional Research (IR) office can help identify resources for the Steering Committee members. Reynolds indicated that the Operational Analysis and Reporting Group reports data to Institutional Research so that he will have much of the same data available.

11. Marching orders from Macdonald:
   a. Meet with subcommittees
   b. Encourage subcommittee members to attend Blackboard training
   c. Prepare oral reports for next Steering Committee meeting on March 9.

12. Meeting adjourned at 2:55 pm.

Respectfully submitted by Donna Lynn, Office Administrator, Office of the Executive Vice President and Provost.