Attendees

Members present: Doris Macdonald (chair), Brianno Coller, William Goldenberg, Murali Krishnamurthi, Kristen Myers, Carol Patitu, Elizabeth Towell, Laura Vazquez.

Members participating by telephone: Marc Falkoff, Mary Elaine Koren.

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

1. Minutes from December 9, 2011 meeting were distributed.

2. Update on subcommittee membership (Macdonald) – Macdonald hopes to have subcommittees fully constituted by February meeting, and she hopes that subcommittees will have met at least once prior to the March Steering Committee meeting. She distributed a current list of the subcommittees.

3. Blackboard overview (Macdonald)
   Macdonald displayed the templates set-up for each subcommittee (agendas, documents, minutes, etc.) located in each subcommittee’s directory on the Blackboard site.
   a. Links to many of NIU’s governance documents and organizational charts are posted on Blackboard and the Steering Committee members encouraged to become.
   b. Krishnamurthi suggested that Steering Committee members subscribe to the Blackboard Discussion Board forum so they are notified when comments are posted.

4. Identifying important information for your criterion (Macdonald)
   a. Members were encouraged to start thinking of questions that will help them identify the information they will need to collect to support each criterion.
   b. Each criterion must also address the HLC assumed practices and how these practices correlate with the criteria. Macdonald said that the Mission Statement Task Force has already been meeting to work on the new mission statement.
   c. Subcommittee chairs have the responsibility to facilitate the collection of data which is focused on outcomes.
   d. Information has to be evidence and outcomes based, and there has to be documented evidence.

5. Campus resource people (Macdonald) – President Peters will send letters to inform individuals that they have been identified as resource people. Once the list of resource people has been developed, it will be distributed to the Steering Committee.

6. Purpose of Steering Committee meetings (Macdonald)
   a. Members should bring data, problems, questions, etc. that they have to the meetings to share and prompt feedback from other committee members. If members are unsure if a topic is appropriate for the Steering Committee meetings, contact Macdonald, and she will help determine what is appropriate.

7. HLC meeting arrangements (Macdonald)
   a. Arrangements are posted on Blackboard. Members were reminded that attending the full meeting would be very beneficial.

8. Publicizing the HLC process (Macdonald)
a. Macdonald encouraged the members to talk about the process of preparing the report and preparing for the HLC campus visit at other committee meetings they regularly attend.

9. **Other business/questions**

Between now and the February meeting: (1) start thinking of questions that should be asked to answer the criterion each was assigned, (2) read self-study reports from other universities (posted on the HLC site or Bb).

Suggestions for informational documentation (“NIU HLC Site Visit FAQs”) and Blackboard maintenance.

Suggestion to begin to keep notes about possible items for a resource room.

10. **Meeting adjourned at 2:30 pm.**

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