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

Ex officio present: Virginia Cassidy, Carolinda Douglass, Donna Lynn, Jeff Reynolds, Ritu Subramony.

Ex officio absent: Dan House, Chris Parker.

1. Meeting called to order.

2. Minutes of 6 December and 4 October 2013 meetings were distributed.

3. Macdonald updated the committee members on Division of Marketing and Communications meeting. The site visit will get some mention in the President’s Friday messages on the 14th, 21st and 28th. The 28 February message will be about the HLC visitors coming that next Monday.

   There are now 12 divisions in the university. The Division of Marketing and Communications plans to help get that information out and make sure people know about the new structure.

4. Douglass updated the committee on the plans for the site visit and has regularly been in touch via email with the site visit chair, Rachel Applegate.

5. Macdonald noted that a draft executive summary is being created and will contain our successes, challenges, and opportunities. There will be information provided to the site team about changes that have been made since 1 October 2013.

6. Macdonald suggested this would be a good time to reach out to the subcommittee members to participate during the site visit.

7. The next meeting will be held 14 February 2014.

8. Meeting adjourned.