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

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

1. Minutes of 13 April 2012 meeting were presented to the Steering Committee.

2. Update on Vision/Mission Statement (Macdonald)– approved by the Board of Trustees on 10 May 2012.

3. Steering committee members provided Macdonald with corrections and additions to their subcommittee lists.

4. Macdonald presented the draft table of contents for the self-study report; Cassidy explained that the document was prepared for the HLC liaison demonstrate our understanding of what is required in the self-study report. The draft table of contents will be posted to Bb.

5. Discussion of the relationship between NIU’s two strategic planning initiatives (Great Journeys and Vision 2020). A “crosswalk” document linking the two will be posted on the Bb site.

6. Falkoff shared a sample spreadsheet that his committee is using for data collection and agreed to post it to the Steering Committees file exchange in Bb.

7. Macdonald shared samples of documents as examples of information that some of the subcommittees had posted to the Bb site. She reminded the Steering Committee to post documents that will be useful for writing the report to the “Content” folders on the Bb site.

8. Steering Committee chairs reported on the progress of their subcommittees. Many are planning to continue collecting data and meeting over the summer months.

9. Macdonald announced that Patitu has accepted a position at another institution and will have to resign from her appointment to the steering committee. Macdonald expressed her gratitude for Patitu’s service. A replacement for Patitu is being sought.

10. Macdonald announced that since Cassidy is retiring; this would be Cassidy’s final meeting as Vice Provost for Academic Planning and Development. Macdonald and the committee members expressed their gratitude for her service with a round of applause for Cassidy.

11. Meeting was adjourned at 10:40 am.