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

Members absent: Brianno Coller.

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

1. The meeting began at 1:20 pm. Macdonald asked the committee for any comments regarding the 26 October 2012 minutes, there were none.

2. Macdonald reviewed the Blackboard location and appearance of chapter drafts as well as the chapter draft schedule handout.

3. Macdonald provided an update about the engagement presentations she has been making around campus.

4. Towell reported on the progress of the resource room team noting that the room will contain everything that is referenced in the self-study report. The team has had an initial meeting. Towell was in attendance at a meeting with Nick Choban from ITS and Jeff Reynolds to discuss what technology platforms might be used for the resource room. The team will meet again in January to start creating a document list.

5. Douglass presented information she gained from an HLC Peer Reviewer Training she attended.

6. Reynolds reported on the compliance rate for course activity documentation at 97.82%.

7. Douglass noted that there is a plan in place to have student complaint procedures listed in the A-Z index, to make them more accessible to students.

8. Luetkehans gave a summary of her subcommittee’s progress

9. Other business: Macdonald advised subcommittee to review drafts for evidence and how it can speak specifically to the criteria. Douglass asked the steering committee to remind the draft reviewers that the process is for self-reflection and improvement. Koren noted that she had received a number of suggestions from a faculty member for getting the word out about the site visit and the mission statement.

10. Meeting was adjourned at 2:40 pm.