I. Attendance
Present: Mike Kearns, Tracy Gift, Danette Bristle, Shawn Bristle, Jim Lyddane, Steve Sorden, Julie Bare, Carolyn Hamblin, John Kitts, Mike Rourke, Brian Zoll, Diana Stithem, Dave White, Ana Masterson, Susan Lucas, Rosie LeFebvre
Absent: Claudia Timman, Nick Sanchez, Tim Mayo, Audrey Ruffner, Julie Chew

II. Important Dates
- Friday, May 6
  - Student Recognition – LHC – 11:30 AM
  - Medical Assisting Pinning – BHC, 6:30 PM
- Saturday, May 7, 2011 – PTK Stole and Tassel – LHC – 11:00 AM
- Monday, May 9, 2011 – PTK Stole and Tassel – BHC – 5:30 PM
- Tuesday, May 10, 2011 – Dental Assisting Pinning - BHC – 6:00 PM
- Wednesday, May 11, 2011 – PTA Pinning Ceremony – LHC – 6:00 PM
- Thursday, May 12, 2011
  - Last Day of Full Semester, 2nd Session and 12-Week Courses
  - Nursing Pinning Ceremony – Lake Havasu Aquatic Center – 6:00 PM
  - Surgical Technology Pinning Ceremony – LHC – 4:00 PM
- Friday, May 13, 2011
  - Last Faculty Duty Day
  - Dental Hygiene Pinning Ceremony – Mojave Crossing Event Center – 9:30 AM
  - MCC Governing Board Meeting – 12:00 NOON
  - Commencement – Mojave Crossing Event Center – 3:00 PM
  - Commencement Reception – BHC – 5:00 PM
- Saturday, May 14, 2011 – Nursing Pinning Ceremony – 6:00 PM – El Capitan HS, Centennial Park, AZ
III. Review of Proceedings of Last Meeting.

IV. Standing Reports
   A. Criterion 1
      C. Hamblin requested feedback on the use of evidence that has student identifying information. It was decided that information could be redacted but that HLC is more concerned with how we address an issue compared to actual issues. Student/stakeholder information will be utilized in the report but not as evidence, but to bring a face to the institution, similar to Northland Pioneer’s report. Evidence of our regular cycle of review for our mission documents is being sought.

   B. Criterion 2
      A. Masterson reported progress in locating evidence has been made. The group modified D. White’s template for managing data collection. This template will be shared with all groups. Evidence for components 2c4, 2c5 and 2d2 are continuing.

   C. Criterion 3
      R. LeFebvre reported that the Strategic Plan Crosswalk is being utilized. Feedback was sought as to the need to do the CCSSE survey during our snapshot year, it was advised that the results from 2010 would be acceptable. The Tk20 software has been received and is being loaded on the server. A few faculty members will utilize the software this summer.

   D. Criterion 4
      S. Sorden reported progress in Core Component 4C.

   E. Criterion 5
      D. White reported that progress in locating evidence has been made. The group has been divided by core component to review and collect data. An estimated data collection completion date of June 30th has been established.

V. New Business
   A. Communication Plan
D. Bristle presented the framework of the Communication Plan. The plan was developed based on feedback from the HLC Summit. Each month a topic will be developed into talking points that will be sent to Management Council for dissemination and discussion. The calendar overview and May and June items were attached to the meeting notice.

B. HLC Summit Event
The Summit was perceived to be valuable by both the Criterion groups and the attendees. The Criterion groups are in the process of collecting the evidence that was shared. It was suggested that the same format be used as a learning event for the whole college, perhaps utilizing General Staff Day.

C. HLC Annual Session
T. Gift reported that assessment was the main topic at annual session. Other important topics that attendees shared was the importance of faculty buy in, that the self-study report needs to be written in one voice, and that 2-3 good examples of evidence are preferred over multiple examples. Another suggestion was doing a SWOT analysis of each Criterion.

D. Assessment Academy
The college has been accepted into the HLC Assessment Academy. R. LeFebvre and R. Reigle attended the introductory Assessment Academy workshop in April. The proposed framework of our plan will be presented to the M. Rourke and M. Kearns next week. The team will consist of a faculty member from each southern campus. The current team is R. LeFebvre, R. Reigle, P. Ellis, A. Goldberg with a Lake Havasu representative being added shortly.

E. General Staff Day
Input was sought for the type of learning that should be shared at General Staff Day. The committee is charged with preparing ideas by our next meeting.

VI. Old Business
A. Naming Convention
Criterion groups have not utilized the naming convention as of yet. They are still in the process of gathering evidence.
B. Website content
The committee thought that the website should be open, public and searchable. It was suggested that the Ferris State HLC website be reviewed.

VII. Future Goals and Projects
Initial draft of Criterion outlines are due September 30th. Initial drafts of Criterion reports are due November 30th.

For the next meeting:
• Criterion groups will prepare a data results spreadsheet.
• Ideas for activities for learning experiences at the General Staff Day.
• Suggestions for information to include on our HLC webpages.

VIII. Comments for the Good of the Order
A question to when the general survey would be disseminated was asked. T. Gift and D. Bristle will discuss this with the Survey Committee and choose a fall semester date.

IX. Adjournment