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

II. Important Dates
   • Thursday, July 14, 2011 – Withdraw Period Ends for 8-Week Courses
   • Thursday, July 28, 2011 – Last Day of 8-Week Courses
   • Monday, August 8, 2011 – Faculty Orientation
   • Tuesday, September 6, 2011 – General Staff Day
   • Wednesday, September 7, 2011 – HLC Survey dissemination

III. Review of Proceedings of Last Meeting.

IV. Standing Reports
   A. Criterion 1
      C. Hamblin reported that every component has data attached. The group wants to make sure that the mission statement is known by all constituents.
   B. Criterion 2
      A. Masterson reported that the committee chairs will be meeting next week. They are in the process of analyzing data.
   C. Criterion 3
      R. LeFebvre reports that the group has identified two gaps in data which are that the institution supports professional development for teaching and learning and technology. Steering Committee members indentified previous PDT and the associated budget items as evidence. Also, there is evidence of conference attendance and membership in professional organizations.
   D. Criterion 4
      M. Rourke reported that the group is meeting weekly and has collected many examples of evidence.
E. Criterion 5
   D. White reported that they have sixty examples of evidence in the shared drive. With C. Clough’s resignation, the group has decided that they do not need to find a replacement.

***At this point, ITV went down necessitating the cancelation of the meeting.***

V. Adjournment

Next meeting dates:  
Tuesday, September 20th 10:00-11:00  
Tuesday, October 18th 10:00-11:00  
Tuesday, November 15th 10:00-11:00