Members in Attendance

- Ann Cudd – Chair
- Ruth Ann Atchley
- John Augusto
- Paul Buskirk
- Tamara Durham
- Erin Ellis
- Kristina Maude
- Eddie Muñoz
- Dena Register
- Lucy Russell
- Joan Sereno
- Cindy Teel
- Kelli Thomas
- Barbara Timmermann
- Anne Walling
- Chris Wiles
- Susan Williams
- Barbara Russell - Staff

Topics Discussed

- Introduction of subcommittee members
- Paul Klute demonstrated how to review evidence and write narrative in Campus Labs
- Anne reviewed the core components in criterion 3 and the list of sub-groups – several changes were made to the sub-groups
- Ann went over the resources available on hlc2015.ku.edu including the 2005 KU Self-Study as well as ASU, CSU, and ND recent self-study reports
- The entire document should only end up being 200 pages so our section is only 25-30 pages plus evidence files

Conclusions Reached

- Each sub-group will be responsible for reviewing, evaluating, and adding to the evidence as needed, presenting the evidence to the entire subcommittee, reviewing the feedback provided by the subcommittee, and finally writing a brief narrative of the core component
- Subcommittee members not in the presenting sub-group should review the information and provide feedback (comments and evidence suggestions) prior to the meeting and act as evaluators to critique and determine if the evidence and rationale are sufficient
- Some members will need to attend virtually

Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Who is Responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure core component evidence and information are in Campus Labs and come prepared to lead the discussion</td>
<td>Day before next meeting</td>
<td>Sub-group A</td>
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Outstanding Issues

- Sub-groups were asked to select a convener to help keep them organized

Future Meetings (Date/Time/Location):
- Barbara will send out a doodle poll for the next week of September 23
- Plan to meet approximately every three weeks throughout the semester for two hours