

MINUTES

C4 Committee Meeting – December 1, 2006

Present: Bill Dougherty, Rod Henshaw, Stuart Klugman, Russ Lovell, Ericca Pollack, Jim Romig, Jayne Smith, Laura Schwarz, Chrystal Stanley, Ron Torry, Sue Wright

Agenda: Round Table Comments/Progress Reports (each member)
Comments and Web Site Overview (Sue Wright)
Discussion of Progress and Plans for Continued Progress (whole group)

Minutes:

1. Each member of the committee offered comments and progress reports. The following summary ideas emerged:
 - a. Each component group has been working on evidence gathering and analysis and has reviewed/amended the assertions lists. All subcommittees are on schedule to produce drafts by March/April
 - b. The next steps are first updating assertions lists, then writing drafts of the component statements, and finally to request additional evidence and to suggest evidence-organization ideas.
2. Sue Wright overviewed university progress, reporting that a new report outline has been developed and will be posted soon on Blackboard (C4 will be a separate chapter in the report; following our present outline will be appropriate). She also reviewed three support web sites for us.
 - a. www.drake.edu/selfstudy is the “public face” site overviewing our self-study structure, providing key policy and planning documents, reporting progress in the criteria areas, etc.
 - b. <http://bb.drake.edu/> is the master Blackboard site that contains the HLC Self-Study site. This password-protected Bb site is the “working area” for all of us in the Self-Study and contains the Criterion Four working materials discussed in item 3 below.

- c. <http://www.drake.edu/instres/> is the university Institutional Research site with the 2006 Data Book, other Institutional Reports, and Drake Data Archives. Password protected areas can be accessed by committee members by entering username `researcher` and password `drakedata`
 - d. Group questions and discussion with Wright led to greater understanding of processes and appreciation for existing progress.
 - e. Wright will continue to update and improve the web site information and evidence listings.
3. The C4 group posting and cooperative writing efforts using Blackboard have been cumbersome. To facilitate use of Bb, Romig will set up individual workspaces for subcommittee work and developmental postings. He will also maintain a single report draft folder; subcommittees will forward master-draft changes to Romig for posting.

4. Meeting / Progress Schedule

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| January 26 | Committee Meeting 1:30 – 3:00.
Subcommittees will have completed full report outline and most of draft one. Drafts will be reviewed and discussed by full committee. |
| March 2 | Committee Meeting 1:30 – 3:00.
Subcommittees will have completed full draft of report section. Drafts will be reviewed and discussed by full committee. |
| April 20 | Committee Meeting 1:30 – 3:00.
Final drafts of each report section will be circulated.
Party time! |