

**Criterion Committee 2: Preparing for the Future**  
**Meeting Minutes April 13, 2006**  
Old Main Conference Room, 3:30 pm

Members Present: Gary Johnson, Sue Wright, Nita Pandit, Sally Beisser, Paul Morris, Susan Ladd, Kristi Bowman, Ronald Troyer, Joe Lenz.

**Higher Learning Commission:** Ron and Sue reported on the recent meeting of the Higher Learning Commission they attended. Ron noted that after talking with representatives of other universities and looking at sample reports, he felt that Drake was in decent shape at this stage, two years out. The Criterion 1 committee needs to develop a process to capture student complaints, and as a group the various committees need to develop a process for writing the eventual report.

On that, both Ron and Sue said that they were not impressed with the reports they saw that simply followed the criteria and components, and did not reflect an institutional identity. In conversation, they developed an organization for the report, consisting two volumes. The first would contain six chapters, with the first on institutional history and the last summarizing accomplishments, challenges, and plans for the future, with the intermediate chapters each devoted to one of the “cross-cutting themes”: distinction, learning-focus, connections, future-orientation. They even described a split-page format, with narrative on one side and glossary of evidence on the other. The second volume, an appendix, would be organized by the five HLC criteria, consisting of short, summary paragraphs similar to the one discussed below. Ron said that the Steering Committee was receptive to the idea.

**Sample Paragraph:** Troyer invited comment on the sample summative paragraph that Joe Lenz drafted for Component 2a, circulated prior to the meeting. Much of the conversation centered on finding the right balance between general summation and sufficient detail. Other issues included whether repeated citation to certain documents would be redundant, the need for more evidence of environmental scanning, navigation of the plethora of evidence that was available, and so on. There seemed to be consensus that the summative paragraph for each component of each criteria was appropriate for the report.

Ron mentioned that the summer retreat would include discussions of the four themes, noted above, and environmental scanning.

**Next Meeting:** Ron thanked the committee for their good work during this past year, and called a recess until the beginning of the next academic year. In the meantime, he encouraged committee members to visit the Blackboard site, where information and updates on each of the Criterion Committees are posted.