

**Higher Learning Commission of the North Central Association  
Accreditation Preparation Committee  
Minutes of March 22, 2006 Meeting**

**Reports from Subcommittees:**

- Criterion 1  
116 documents submitted, 94 have notations attached and 67 have been reviewed by subcommittee
- Criterion 2  
Doing well – materials have been distributed and several members have completed assigned work
- Criterion 3  
Meeting next week for two 1/2-day work sessions to try to wrap up the review of artifacts
- Criterion 4  
Doing well – there have been 2 rounds of artifact reviews with a deadline of April to complete
- Criterion 5  
All but 3 have reviewed initial “packs” of materials distributed

**Discussions**

- There were several comments stating that the artifact analysis coversheet is not helpful, but that the documents themselves do provide good evidence.
- Some artifacts address multiple criteria and this can be confusing. However, it may be necessary to combine materials.
- Use and storage of Program Review products and mission statements were discussed.
- Moving artifacts from Polk 320 and planning for site-team visit will be discussed in future meetings.
- Should the university’s Commitment to Green Principles be included as a special chapter in the self-study or should it be used as the theme for the entire self-study?

**Future meeting topics**

- Use of an extra chapter (i.e. Green Principles)
- Results of HLC of NCA annual conference
- Results of artifact review

Respectfully submitted,

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