

## Memorandum

To: Larry Henry, Anita Frederick, Members of the Criterion 4 Committee

From: Andy Johnson and Dr. Scott Hanson

Subject: Criterion 4 Meeting Minutes for April 20, 2012

Date: April 20, 2012

Those committee members in attendance are as follows: Kevin Morin, Tasha Morin, Pauline Trottier, Kathy Henry, Marilyn Delorme, Stacie Blue, Michelle Azure, Carl Eller, Luke Baker, Gene Lafrombois, Jason Dahl, Dr. Scott Hanson, and Andy Johnson

Those members who were absent are listed as follows: Judy Belgarde, Rhonda Gustafson, Ben Chromyj, Dennis Houle, Brian LaRocque, Jon Patnaude, Cecelia Benimon, Gloria Belgarde, JoAnn DeCoteau, Yvonne St. Claire, and the student government representative.

Andy previewed the substance of the meeting, indicating that a general discussion of the new criteria would be the focus. He then projected an outline prepared by Anita Frederick of the Criterion 4.

Dr. Hanson then called attention to various parts of the Core Components and sub-components that seemed somewhat problematical, and those items were discussed by the committee. Jason Dahl suggested that a third level of the outline be reserved for evidence items in the form of data and/or policies that would provide support for the statements we would make in the assurance argument. Kathy Henry inquired as to how we would respond to evidence in the areas of student retention, persistence and completion. Andy's response was that we may actually have done more with some of these things than we realize, mentioning the research done in conjunction with institutional effectiveness and the work with Foundations of Excellence.

Andy mentioned that there would be an adjustment of committee membership next fall to equally distribute members who have needed expertise among the committees. Criterion 4, for example, has no one from Student Services, yet a lot of this criterion will direct us into issues best researched and answered by people

in that area of the college. He mentioned he had requested that the registrar be added to the criterion 4 committee.

Andy requested that the sub-committees prepare a summation/abstract of their work thus far and submit that to Dr. Hanson before the last day of contracts. Dr. Hanson and Andy Johnson would then submit a draft of the committee's work thus far to the self-study facilitators.

The meeting adjourned about 9:55, and the committee moved to the auditorium for the general assembly meeting with Karen Solomon.