

Northwest Iowa Community College **PEAQ Self-Study**  
Program to **E**valuate and **A**dvance **Q**uality

Higher Learning Commission – Commission of the North Central Association of Colleges & Schools  
Leadership Team Meeting – April 16, 2013

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*Present:*

|                    |                  |                  |
|--------------------|------------------|------------------|
| Gretchen Bartelson | Molly Galm       | Rhonda Pennings  |
| Mark Brown         | Stephen Gibbons  | Lori Richards    |
| Sandy Bruns        | John Hartog      | Jan Snyder       |
| Frank DeMilia      | Kathi Knobloch   | Mark Trego       |
| Sheila Drenkow     | Kristin Kollbaum | Sheila Van Engen |
| Beth Frankenstein  | Mariah Oliver    |                  |

*Absent:*

|                        |                         |                 |
|------------------------|-------------------------|-----------------|
| Sarah Breems-Diekevers | Mike Oldenkamp          | Alethea Stubbe  |
| Nancy Filkens          | Beth Sibenaller-Woodall | Steve Waldstein |
| Sue Grapevine          |                         |                 |

1. Insights from HLC Annual Meeting

Many members of the Leadership Team attended the HLC Annual Meeting April 7-9 in Chicago. Those at the meeting shared what they learned and enjoyed the most at the Annual Meeting.

2. Team updates

*Criterion I* – The group has assigned questions to everyone and they are gathering information for their specific areas.

*Criterion II* – The group is working on writing their sections.

*Criterion III* – Drafts have been written for each point and the team leaders are reviewing those.

*Criterion IV* – The sub-groups are working to write drafts.

*Criterion V* – The group has brainstormed their information into four sections.

3. Important aspects of research and writing

Gretchen made the following suggestions for when you start to write:

- Write descriptively and evaluate your information
- Only write about your areas
- Think about where the data fits the best

The electronic resource room will be set up soon for all the supporting documents.

4. Communication

People are not using the HLC blog like we wished. Jan and the Marketing staff will put together a newsletter before Spring Commencement. Supervisors should talk to their areas about reading the blog and the newsletter.

5. Next meeting

Thursday, June 13 at 12:30 p.m. in room A122