<table>
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<th>Topic</th>
<th>Discussion</th>
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<tr>
<td>Attendance</td>
<td>Michael Allen, Susan Barton, Jeff Burroughs, Norm Evans, Paul Freebairn, Bill Neal, Keith Roberts (Excused: Jim Tueller)</td>
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| Status of the Proposal| In reviewing the four initiatives, the progress in preparing these mini-essays is as follows:  
  - Improving learning through instruction and assessment by focusing on program outcomes (The draft is completed; Brent Wilson was the author.)  
  - Improve learning through instruction and assessment by focusing on General Education (GE Committee will finalize)  
  - Improve efforts to help graduates find meaningful employment (Committee has met and will complete draft by Friday of this week; Kim Austin and Ned Williams are the authors.)  
  - Improve the ability of non-native English speakers to communicate more effectively in English (The committee members will be contacted this week and use information from Bill Eggington and from the August 15 campus leadership retreat for this section). | Jeff will contact the new L2 committee members. |
| WASC Ideas            | Discussion items included how to provide evidence that satisfies the GE criteria and the major criteria. Also, evidence should be included that documents students’ ability to be accepted into graduate school or work experiences, such as employer evaluations from the PCC. The need for a section on “reflection” for assessment was also emphasized. | Bill will verify when the WASC meetings will be held at which BYUH representation is needed. |
| Proposal Template      | Bill shared a potential template that could be used for the proposal. The committee mini-essays should be sent to Michael by September 9.                                                                 | Michael will prepare the proposal draft. |
| University Portfolio   | A team to provide leadership for the development of an electronic portfolio will be formed.                                                                                                                   | Bill will organize the group and arrange a meeting. |
| Accreditation Budget   | Keith discussed the need to prepare an accreditation budget that would include participation in the WASC meetings, released time for faculty members who can focus on key initiatives, WASC fees, etc.                                     | Keith will prepare a proposed budget for WASC. |
| Faculty Meeting        | The September faculty meeting will be held on September 16, at which time Susan will announce the times (and places) for four discussion groups, one group for each of the four WASC initiatives. Two discussion groups will be held each week for two weeks. | Susan will set up the times and places of the discussion groups. |
| Next Meeting           | 12 noon, Friday, September 12, at the College of Arts/Science conference room                                                                                                                             | Paul will make arrangements for lunch. |

Prepared by Bill Neal