# Minutes of the WASC Steering Committee
## February 8, 2005

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Follow-up/Assignments/Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance</strong></td>
<td>Michael Allen, Susan Barton, Jeff Burroughs, Norm Evans, Paul Freebairn, Jennifer Lane, Meli Lesuma, Bill Neal, Lupe Piena, Keith Roberts</td>
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<td><strong>Prayer</strong></td>
<td>Meli</td>
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<td><strong>Annual Meeting</strong></td>
<td>The WASC Annual meeting will be held April 13-15 in San Diego. Steering Committee members are invited to attend and perhaps coordinate their travel schedules.</td>
<td>Bill will notify Lurline and Lei about the dates and persons who will be attending.</td>
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| **Presentation for WASC Conference** | BYU-Hawai’i has been asked to make a presentation at the annual meeting. The focus of the presentation might be how the institutional proposal links to the capacity review. Suggested titles: “Loading Frontward, Working Backward” or “CSI: Lā‘ie” where CSI stands for continuous stakeholder involvement. Representatives on the Steering Committee would represent each of the four themes and share a brief (around eight-minute) status report:  
  - GE Committee – Jeff  
  - Assessment Committee – Paul  
  - L2 Committee – Norm  
  - Returnability/Placement – Meli, Lupe | Bill and Michael will prepare a proposal for the conference presentation.  
Bill volunteered to work with the presenters in preparing for the presentation. |
| **Capacity and Preparatory Report** | Each committee will be asked to prepare 2-3 pages in preparation for the draft of the Capacity and Preparatory Report (CPR). A charge given to each committee will request responses to these specific items:  
  - Outcomes for each “theme” and key indicators that will let us know we have been successful  
  - Resources needed (physical, financial, personnel, training, etc.)  
  - Progress being made  
  - Evidence or data needed or now being collected  
  - Timeline to meet accreditation expectations  

  The last few pages of the Capacity Report could focus on the Effectiveness Review (perhaps the last 10 pages). | Keith will prepare a charge requesting the 2-3 page response from each committee.  
Michael will prepare a brief outline for the first CPR draft. |
| **E-Portfolio**                    | Bill hopes to share a template of the e-portfolio at the next Steering Committee meeting                                                                                                                       | Bill will follow up with the e-portfolio committee. |
| **Next Meeting**                   | 2 p.m., Tuesday, February 22, 2005 – President’s Council Room                                                                                                                                             |                                   |

Prepared by Bill Neal