

**DACC NCA-HLC Self Study
Communications & Resources Team
Committee Meeting Minutes
Date: 11-21-06, 2:30pm
Location: Library Meeting Area**

Present: Maggie Hoover, Ruth Lindemann, Glenda Boling, Karen Flessner, Lara Conklin, Ryan Stone.

Absent were: Chris Cornell.

Guests/Resource Persons: Randy Fletcher

Facilitator: Maggie Hoover

Agenda/Objectives:

1. Randy Fletcher was invited to join the team meeting to clarify previous questions and concerns regarding the team's focus and goals. He mentioned that Rich Mountain <http://www.rmcc.edu/ssreport.htm> will be a model for us as we continue to prepare for the Accreditation visit. As a Team, we need to stay on top of all teams to make sure the overall process is running according to the Self Study timeline.
2. Discussion of Newsletter: The Newsletter's schedule will be set against the newly issued timeline. It will probably be distributed quarterly in the same format and fashion as the PBR (Plain Brown Rapper). The first Newsletter will be published for the January 2007 In-service and will include: brief overviews of our Self Study's goals, timeline, letters from Randy Fletcher and Dr. Jacobs, and the visit from Dr. Appleson during the Oct. 10, 2006 In-service day. As a Team, we also discussed responsibilities for particular newsletter development and distribution. It was decided that the Team will communicate via e-mail in preparing for the first copy of the Newsletter. We will need to get the draft/body copy to Chris Cornell the week before Christmas break (December 18).
3. The Team will continue to focus on gathering the components of the Resource Room- both in physical and electronic formats. Maggie showed sample lists of Resource Room contents. We also discussed potential physical locations for the room itself. Convenience is essential to the success of this component of the visit.
4. Logo/banner graphics were selected and Maggie will incorporate them into the Self Study web pages.
5. Discussion of January 2007 In-service: The Self Study web pages will be demoed by Maggie Hoover and Randy Fletcher during In-service (10-15min).
6. Maggie will distribute copies of the revised Self Study document to Team members via campus mail.
7. Items from the floor / Open discussion: No new items.

Meeting Adjourned: 3:15pm

Next Meeting: Date/Time/Location: **January 2007 In-Service, TBA**

Self Study web page: <http://www.dacc.edu/selfstudy>