

**DACC NCA-HLC Self Study
Communications & Resources Team
Committee Meeting Minutes
Date: 9-19-06, 2:30pm
Location: Library Meeting Area / Library Lab**

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

Guests/Resource Persons:

Agenda/Objectives:

1. Discuss DACC's Self-Study web pages: <http://www.dacc.edu/selfstudy>
2. Brainstorm: Look at sample sites in order to generate ideas for our own slogan/theme and graphic(s).
3. Items from the floor / Open discussion

As a team, we looked at many other institution's Self-Study web pages and mentioned our likes/dislikes with those interfaces. We compiled a list and Maggie will create some sample graphics that the Team will look at before the next meeting. She will also make some layout changes to some of the pages thus far. It is anticipated that the web site interface will be an ongoing process of edits/updates until the Self-Study process is complete. The team was also assigned the task of further brainstorming a slogan that may be incorporated into the graphics.

The development of the first Newsletter was also discussed and will be a topic on the next meeting's agenda.

Meeting Adjourned: 3:15pm

Next Meeting: Date/Time/Location: **October 10th In-Service (time/location TBA)**