

Minutes Template Draft
DACC NCA-HLC Self Study
Criterion 5: Engagement and Service
Committee Meeting Minutes
Date 10/5/06
Location TC Conference Room

Criterion Statement: As called for by its mission, the organization identifies its constituencies and serves them in ways both value.

Present: Wendy Brown, Bruce Rape, Diane Hall, Steve Downing,
Connie Schroeder, Michelle Cornell
Absent: Sara Longfellow, Pattie Greer, Brian Hensgen, Jim Barlet

Guests/Resource Persons: N/A

Introductions N/A

Agenda/Objectives

1. Define:
 - a. Engagement and Service
 - b. Constituencies
 - c. DACC Commitments to our constituencies
2. Decide on our approach to analyzing each criterion
3. Examine other Colleges' Criterion 5 write-up
4. Decide what to accomplish four our 2 ½ hour in-service meeting.

Core Component:

- Discussion Summary—
 - Defined Engagement and Service as how we serve individuals on and off campus through local, state, national, and global organizations.
 - Identified Constituencies as:
 - Community—individuals and organizations surrounding our campus and extension sites
 - Professional—individuals, associations, agencies, and societies linked to our professional academic programs

- Business—industry categories that attract our graduates as well as employers who seek academic programs to improve the knowledge and skills of their employees
 - Academic—our many institutional partners and collaborators in K-12 and higher education
 - Governmental—political leaders who represent and serve our surrounding communities, as well as local, state, and federal government agencies seeking our assistance
 - Internal—our students, faculty, and staff who rely on university services for support, education, and professional development, and our alumni, who live and work and contribute to their communities all over the world
 - DACC commitments to our constituencies
 - Created a worksheet of several questions to address 5a and 5b, this is where we will start on for next meeting.
 - We decided to work as the analyzing each criterion as a team rather than to divvy up the process.
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- Key Terms—defined, see above
 - Key Questions/Statements—N/A
 - Resources—Diane Hall to bring to next meeting a list of businesses/organizations her department works with.
 - Data
 - Participants--All
 - Action Steps and Activities—Michelle to type up Criterion worksheet questions and e-mail to Wendy, she will distribute to the team via email.
 - Timeline

Announcements—Wendy will not be at the next meeting, Bruce will be leading.

Meeting Adjourned: 2:10 p.m.

Next Meeting: Date/Time/Location Tuesday, October 10, 2006 @ 1:30 p.m. Location to be determined and announced in the morning In-service meeting.

Note: Number pages and send to Lynn Brauning at
lbraunin@dacc.edu