

Danville Area Community College
HLC Self-Study Steering Committee Meeting

April 7, 2009

Laura Lee Room, 3:30 PM

- I. Members present: Al Bello, Nancy Boesdorfer, Glenda Boling, Jane Brown, Wendy Brown, Belinda Dalton-Russell, Stacy Ehmen, Maggie Hoover, Dave Kietzmann, Penny McConnell, Chris Martin, Gail Morrison, Janet Redenbaugh, Eric Simonson, and Laura Williams.
- II. Copies of the final HLC document were distributed to team members. Leather portfolios were given to team chairs and members received binders. Penny walked the team through the layout and specific components of the document and appendices. Dave told the team to read the Executive Summary as well as the particular chapters each member worked on. He commended the team on their efforts throughout the process.
- III. Penny reviewed the list of HLC visitors and their specific assignments while on campus. A draft itinerary from the visiting team was also reviewed and once it has been finalized, it will be loaded to the self-study web pages. Wendy will send reminders to the campus throughout the visit regarding specific meeting times.
- IV. Wendy displayed the self-study web pages and Maggie pointed out additions and updates that have been made during the past month. Maggie also thanked team members for their diligence in submitting items needed for the Resource Room and that she would continue to contact individuals for pending items.
- V. Questions and Final Thoughts: Jane Brown suggested that the Leadership Team draft a letter (e-mail and print) and send to all employees reminding them of the dates as well as the importance of the HLC visit.
- VII. Adjournment 4:30 pm.