

**DANVILLE AREA COMMUNITY COLLEGE**

**HLC Self-Study Steering Committee Meeting**

**February 14, 2008**

**Laura Lee Room, 3:00 PM**

I. Members present: Randy Fletcher, Dave Kietzmann, Dr. Alice Jacobs, Gail Morrison, Penny McConnell, Janet Redenbaugh, Al Bello, Wendy Brown, Eric Simonson, Maggie Hoover, Belinda Dalton-Russell. Absent were: Mary Coffman, Stacy Ehmen, Jane Brown, and Nancy Boesdorfer. Guests: Dennis Miller, President of Student Government.

II. January 11, 2008 minutes were reviewed with four changes.

III. Update on the Self-Study Draft

Mary and Randy are meeting on Fridays to work on the draft. There are 101 pages so far without much editing. Randy will identify areas that need more information and also have the annual profile ready to work with in March. Mary will edit the draft by mid-March to have a working copy ready for the HLC Annual meeting in April. Using the new input from the Annual Meeting, the final draft will be ready for rewrite over the summer.

IV. Committee Reports

Belinda reported that the Institutional Change Team met February 8 for one more opportunity to review their draft and provide feedback. Recommendations were identified and updates sent to Randy. Penny reported that the Criterion 1 team met February 12. The percentages from the student & employee survey on the DACC Mission indicated that there was a lack of understanding of what our mission is and the team shared ideas for ways to improve the knowledge of our mission statement.

V. Randy will plan to meet with the Communications/Resource Team to map out Vermilion Hall 306 for the April 2009 site visit and discuss the layout, items needed, and accommodations to provide.

Members scheduled to attend the HLC Annual Meeting, April 11<sup>th</sup> to the 15<sup>th</sup>, are Randy Fletcher, Penny McConnell, Gail Morrison, Al Bello, Alan Thompson, Maggie Hoover, Wendy Brown, Ryan Wyckoff, Ted Gallagher, and Mary Coffman.

VI. Next Meeting – April 3, 2008 at 3:00 PM in the Bremer Conference room 110

VII. Adjournment – 4:00 PM