DACC NCA-HLC Self Study
Communications & Resources Team
Committee Meeting Minutes
Date: 01-12-07, 11:45-12:15pm (Spring 2007 In-Service)
Location: VH 302

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

Guests/Resource Persons:

Facilitator: Maggie Hoover

Agenda/Objectives:

1. Introduced a new member to the Team: Kerry Bowden, Circulation Assistant/Library. Kerry is a new employee to the campus as of January 2007.

2. Discussion of Newsletter: The first issue of the Self Study Newsletter was completed and issued to DACC employees during the first day of In-Service. The first issue was a success and it included: letters from Dr. Jacobs and Randy Fletcher; brief overviews of our Self Study’s goals; timeline; organization list; and a FAQs section. Maggie mentioned that the Newsletter will be distributed twice per semester.

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 and will distribute copies to Team members. It is anticipated that as the Self Study process progresses this semester, we will begin to see copies of items that will be included in the Resource Room.

4. The re-designed web pages for the Self Study are loaded and functioning (ahead of schedule). They include new graphics/banner image as well. Maggie asked the Team to take a look at the web pages and offer any input, suggestions, etc.

5. Maggie will share the December '06 Steering Committee meeting minutes with the Team via e-mail notice since they had not been approved before our meeting today.

6. Items from the floor / Open discussion: No new items.

Meeting Adjourned: 12:15pm

Next Meeting: Date/Time/Location: TBA

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