Communications & Resources Team
Committee Meeting Minutes
Date: 05-08-07, 2:30-3:15pm
Location: VH 302

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

Guests/Resource Persons:

Facilitator: Maggie Hoover

Agenda/Objectives:

1. Update on Newsletter: still assembling components for second installment—mostly complete; just waiting on team summaries from Team Chairs. It was decided that we will launch the second newsletter at the August ’07 In-Service.

2. It has been noted that a link needs to be added to the main DACC web page that points to the Self Study web pages. Maggie will follow up with Randy on its implementation.

3. In-depth discussion of Resource Room. Maggie shared handouts and information that Randy brought back from the Annual HLC Meeting last month. The team now has a better understanding of details and tasks, including but not limited to: aesthetics, food, laptops/IT support, layout of room and contents, gifts (looking at options through our Bookstore), hotel accommodations and transportation needs, etc. VH302 will most likely be the location for the Resource Room.

4. Self Study web pages are current and most recent Team minutes are loaded.

5. Maggie also shared information with the team in regards to findings from today’s Steering Committee meeting.

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

Meeting Adjourned: 3:15pm

Next Meeting: Date/Time/Location: TBA

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