DACC NCA-HLC Self Study  
Communications & Resources Team  
Committee Meeting Minutes  
Date: 9-15-06, 2:00pm  
Location: Library Meeting Area

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

Guests/Resource Persons: Randy Fletcher

Introductions

Agenda/Objectives:

1. Brief Overview, Self-Study/Team Goals, Group picture - Randy
2. Group Tasks: Logo/slogan/theme; Newsletter; Website; Resource Room
3. Minute Recorder - Ruth Lindemann volunteered
4. Group Writer(s)- Ryan Stone volunteered (report writing will be a group effort)
5. Decide on monthly meeting time/day/location: Tuesdays 2:30, Library
6. Items from the floor / Open discussion

This was the first initial Team meeting. As a team we discussed the goals of the Self-Study as well as the tasks charged to the team. We also assigned responsibilities to team members: Minute Recorder, Group Writer, Newsletter layout and publication.

Goals/objectives for next meeting: Review list of sample web sites provided by Maggie, looking in particular at graphics/slogans, themes, layout, ideas, etc., that we may want to incorporate into the web pages that have been developed for DACC’s Self-Study.

Meeting Adjourned: 2:30pm

Next Meeting: Date/Time/Location: 9-19-06, 2:30pm, Library