

Minutes  
Accreditation Project Leadership Team Meeting  
January 9, 2006

Present: Janna Oakes, Barbara Borow-Stephens, Deb Wilke and Bob Moore

- The leadership team discussed the “Action Items for Executive Team” document initiated by the leadership team, and the initial responses from Executive Team as summarized in an annotated version returned to the leadership team by Lydia Elsom. The leadership team decided the annotated version required additional work; therefore, only the original action-item document will be given to the steering committee for discussion at the January 12<sup>th</sup> meeting.
- Janna highlighted the site-team report on the recent NCA Focused Visit.
- The team discussed the conversion of M4898 to the “Accreditation Resource Room.” The sign has been posted. Bob will submit a work order for a new electronic lock. Janna and Bob will obtain a cascaded computer. Bob will work with Cori to move the files once the room is secure.
- The team discussed a proposed agenda for the January 12<sup>th</sup> steering committee meeting.
- The team briefly discussed the upcoming Chicago trip. Bob will call Lydia to recommend that only four and not five ACC representatives attend the conference.
- The leadership team will next meet on Monday, January 16<sup>th</sup>, 3:30 P.M., in M4898.