

Minutes  
NCA Self-Study Steering Committee Meeting  
November 7, 2006, 3:00-4:30 P.M.

Present: Diane Hegeman; Barbara Borow-Stephens; Don Melton; Linda Whitehouse; Buz Newman; Janna Oakes; Ruth Hidalgo; and Bob Moore.

Guest: Murry Unell

- The team discussed various issues with Murry Unell:
  - Murry is working directly with Claire Kuhns to provide various ACC-imprinted gift items for the evaluation team members' welcome baskets.
  - Murry confirmed that the liaison ribbons have been ordered and should arrive by 11-15-06: silver ribbons with purple letters, "HLC NCA Liaison," to be worn, in conjunction with name tags, by the individuals assisting the evaluation team during the site visit.
  - Murry showed the team the layout and wording for the outside message boards (N/W and S/W): "Welcome—Higher Learning Commission—Evaluation team" (three screens on the N/W electronic board; three lines on the S/W static board). The message will display Friday, December 1, through Wednesday, December 6, 2006. (There will be a similar message on the various campus television screens.)
  - After additional discussion, the team decided not to purchase or distribute yellow squeezable stars. The logistics task force will discuss with Bert the possibility that he may wish to distribute some other appreciation gift to employees after the first of the year.
  
- The resource Room Task Force provided an update:
  - Members will move the essential contents of the Resource Room from M4898 to M3670 on Monday, November 13<sup>th</sup>. Bob will acquire a library cart for the transport of notebooks, etc. Buz will ensure that the "shared drive" capability is moved to one of the Resource Room computers.
  - Bob will arrange for the removal of one rectangular table, the small round table and four of the small black chairs.
  - The room, furniture, plants and carpet have been cleaned; however, the blinds still need work. Bob will ensure that the blinds are cleaned.
  
- The Logistics Task Force provided and update:
  - All meals for the evaluation team will be served at locations other than the Resource Room, except for the lunch on Tuesday, December 5<sup>th</sup>, when box lunches will be provided in the Resource Room by Mitchell's crew. The other meals will be catered on campus by Colorado Catering.

- Mitchell's crew will also supply and replenish all water, soda, tea and coffee on a table in the Resource Room. Courtney and Claire will provide and replenish the "snack baskets" in the Resource Room. (Bob and Claire subsequently conducted a "walk through" of the Resource Room on 11-9-06 to plan for the placement of beverages, food and snacks.)
- The Training Task Force provided an update regarding several employee-training and orientation sessions recently conducted or soon to be conducted.
- Bob solicited content suggestions for the November "Reaccreditation Times." In addition to information updates and a discussion of Criterion Five, the newsletter will include an announcement of the community lunch and a "thank you" from Bert to the campus community, which Janna will write.
- During the "round table," the team discussed the next performance by the Campus People, scheduled for Monday, November 20<sup>th</sup>, during the general session of "Building Campus Connections @ ACC." Janna and Diane will discuss performance content with Cheryl McFarren.
- Bob mentioned that the note pads for the liaison team members had been ordered through the bookstore.
- The team agreed not to meet on November 14<sup>th</sup>. The next meeting is scheduled for November 21<sup>st</sup>, at 3:30 p.m. (not 3:00 p.m.).