

## Steering Committee

### Meeting Minutes

10/7/2011 1:15 Board Room ~meeting called to order at 1:23

**Present:** Anita Frederick, Miles Pfahl, Scott Hanson, Les Lafountain, Tracy Azure, Stacie Blue, Chad Davis (entered 1:24), Wanda Laducer (entered 1:29), Sandy Larocque (entered 1:30, email Anita), Carmelita Lamb (1:36), Larry Henry (1:40), Angel Gladue (1:43)

**Absent:** Sheila Trottier (on travel), Jim Davis, Student Govt.

**Next meeting:** 11/30/2011, 1:30, Board Room

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Anita- Use jumpdrive for minutes, reminded to keep backup use for NCA folder/files, everybody has the same info on jumpdrive, place all evidence on drive.

Goal-one person from each committee to go to NCA meeting. Keep in mind early on who should go. Steering committee or member of each committee? Suggestion-steering committee would go to first meeting. New people would go, not the same people who go every year.

Handbook-Can make a copy for your committee, we use Ch. 3, make self familiar.

Meeting start on the 21<sup>st</sup>, review goals of self-study process.

Les- Which goals present?

Anita- Ch. 3

Chad- Is it safe to put all information of just the jumpdrive? Maybe think of a cloud based server, since its of high importance. Once advantage, can access info from anywhere, not just at TMCC. Just use jumpdrives for now until we can get a price.

Anita- read Ch. 1 history and Ch.2 affiliation, Ch. 3 will be replaced, Do not worry about Ch. 4, Read Ch. 5, Skip Ch. 6, A lot of Ch.7 will be replaced, read Ch. 8 relationship of internal stake holders (comments from outside community and report it). Need to read the handbook before the next meeting, briefly read them, become acquainted.

Les- Ongoing updated document for list of committee members with a date, so everyone will always have the latest copy.

Anita- Need to meet deadlines, to get report done on time.

Powerpoint is on drive that was presented at the last staff/faculty meeting. It includes links for documents that were handed out at the meeting.

Meeting on the the 21<sup>st</sup>, complete ch. Plans by 11/18 and make sure people know who is in charge of what.

- Carmelita- Will everything be one writing style?  
Anita- Editing committee will be in charge of editing the document so it flows nicely.
- All reports are out there, on TMCC website. Keep in mind last comments from NCA for next meeting.
- Les- What do we tell committees on the 21<sup>st</sup>?  
Anita- Begin looking at questions and figuring out how to answer them. That is the minimum amount required. Trying to make everything not as confusing. Work on questions each individually, make comments on it, make recommendations on how to make it better.
- Carmelita- Will examiners look at last visit and see if we changed anything?  
Anita- Yes, look at the findings from the last visit.  
Larry- They will look and compare, every meeting take roll call, enforcement for attendance will be in place, this will be different than FOE.
- Anita- Meeting dates are clearly set out.  
Larry- NO cross meetings, no double bookings of meetings will be allowed.  
Anita- No excuse, should be responsible to get information from the meetings you missed. October 21 meeting there maybe a little leeway, after this point no excuse, only for National meetings or sick, but no Annual leave can be taken.
- Les- Should there be a schedule placed on the TMCC website.  
Anita- No because it is an institutional schedule
- Les- This should be a smooth operations, there shouldn't be any kinks. People need to be engaged and interested. There should be an upbeat attitude, because we have to make this work.
- Anita- Take initiative to be educated on this process, search TCU self studies. I can't print documents for everyone, read them online. Were at a disadvantage because the process is different but people should be able to understand. Look at their reports, aim for nice reports. Look at possible professional printing.
- Tracy- Auditors will still be here on Oct. 21<sup>st</sup>, what do I do?  
Anita- Free to move meetings around. Don't make it difficult, be creative.
- Anita- By January 20, have a person in mind for the editing committee. Editing committee meets in April. The person should be good in writing and they need to know how to edit well.  
Larry- The person will be a 12 month member, so choose someone who will be here or is willing to come in during summer months. There really is no template to this.
- Scott- What is the Ch. Plan?  
Anita- How are you going to plan to complete your ch. Need to discuss with committee, try to keep people informed.

- Scott- Should we go through core components information in first meeting or just go through minimum expectations?  
Anita- Do at least the minimum expectations.
- Scott- If core components might change, we shouldn't do them right away. We should start with the core components in January.  
Anita- Agreed, have ch. Plans in place.
- Scott- Suggestion, go through minimum expectations and then brainstorm for evidence.  
Anita- Agrees, should put together a suggested agenda. This should enforce reading and understanding. Use guideline to start out, so its in order. Administrative assistants have committee to work with Susuan, to work together to put everything together.
- Sandy- What is our current status of accreditation?  
Larry- We are accredited.
- Anita- Do not make this a burden, if you are too busy, opt out as a chair. The option should be given.  
Larry- Administrative council felt you were the best for that position.  
Wanda- Why isn't administrative council on the committee?  
Anita- I don't know.
- Wanda- Both chair and co-chairs should be a part of it.  
Larry- Co-chair doesn't mean they aren't a chair, they are both chairs.  
Anita- The chairs should work closely.
- Anita- Suggested agenda will be provided, Chad will make up a list serv next week. Ch. Plans and minimum expectations from October 21<sup>st</sup>-November meeting done by January meeting. Have all administrative assistants email minutes from meeting to Kylie.

Motion to adjourn: Les Motioned  
Angel Second

Meeting adjourned: 2:31