

## **Steering Committee**

Meeting Minutes

**9/21/2012 Board Room**

**10:00 A.M.**

### **Call to order 10:00 A.M.**

*Present:* Anita Frederick, Sandi Larocque, Andy Johnson, Scott Hanson, Carmelita Lamb, Wanda Laducer, Miles Pfahl, Les Lafountain, Tracy Azure, Kellie Hall, Larry Henry, Angel Gladue, Kylie Keplin

*Absent:* Chad Davis, Sheila Trottier

*Next meeting:* October 11, 2012, 2:30 P.M., Board Room, Schedule for at least 1 hour & 30 minutes

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### **Self-Study Report & Editing Committee**

The decision on who will format the document needs to be made; options are an outside company or in house, FIRST ITEM ON OUR NEXT MEETING AGENDA. Discussion about possible hyperlinks and photographs in the document was made; decision was to deal with the issue when need be. Jenzabar has a tab labeled "NCA", please place information into this area, also all the information that is given out will be on this website if needed. The document should be finished by October 2013 so there is enough time for editing. Money needs to be budgeted for editing and printing of the document. Names of individuals need to be submitted after committee meetings next Friday and emailed to Anita. Editing committee will now go by the Revision Committee.

### **Upcoming Committee Meeting & Absences**

Forward Draft 1 of Self Study Report to all staff and faculty; everyone needs to read this before their next meeting. Review draft and find possible overlaps and move on to the next steps on how your portion of the document should be worded. All absences must be reported to Kellie and the committee chair; unexcused absences will not be tolerated and individuals will be reprimanded. Kellie will be in charge of dealing with the consequences of these absences. Kellie will be sending out a reminder of next week's meeting along with a reminder that there will be consequences for unexcused absences. See Angel prior to the next meeting, she will have the committee members ID's and passwords for Jenzabar, an email reminder will be sent out before the meetings. Please send all minutes and information to Kylie, Anita and Larry; make sure to label with your criterion.

### **Higher Learning Conference**

Discussion about who needs to attend the meeting; one committee chair from each committee will attend; the person that didn't attend last year will attend this coming year. If it all possible, everyone that can attend should attend. Someone needs to represent TMCC at the President's meeting.

### **Committee Reports**

Criterion 1- They know what direction they need to go in after seeing in the draft and will move forward.

Criterion 2-Stephanie and Ina will be on the Revision Committee. There are subcommittees meeting but no report back on what they have accomplished.

Criterion 3-Nothing to report

Criterion 4-All evidence is being placed into the website and they are planning to place their drafts into the website (Jenzabar) also.

Criterion 5-All jobs are being reassigned so things are able to be completed according to the time frame.