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**Turtle Mountain Community College  
NCA Resource & Planning Committee  
September 28, 2012  
9:04 a.m.**

**UNOFFICIAL MINUTES**

**Committee Members Present:** Jackie De Los Santos, Barbara Houle, Barbie Poitra, Kerri Martell, Mark DeCoteau, Ron Parisien, Tracy Azure, Wes Davis, Karen Desjarlais, Katrina Delorme, Chad Davis, Richard DeCoteau, Audrey LaVallie, Kristie Dionne, Brittany Belgarde, Dan Henry, Joni Tillich, Sherry Monette, JoAnne Blue, Keith Azure, Larretta Hall, Mark Hamley, Valerie LaRocque.

**Committee Members Absent:** Duane Poitra, Dwight Trottier, Theresa Rivard.

**I. Business:**

- Chad informed committee members how to log into Jenzabar to review the NCA link. The link holds all NCA criteria information. Data should be uploaded in a PDF format and saved under your particular criterion section. Discussion held.
- Please review the formatting of the self-study with the example that was emailed out. This will give an idea of how we need to format the document.
- We need to fill in an outline with the specific data for each criterion. Each section should do the narrative for their particular section and attach the necessary proof.
- We will try to pair up individuals that have previously gone through the accreditation process with others that are newer employees.

Joni Tillich entered at 9:17 a.m.

- The sub committee's need to be reassigned since we have had a change in the committee. The following will be the new committee's:
  - ❖ 5A: Barb Houle, Audrey LaVallie, Kerri Martell, Valerie LaRocque
  - ❖ 5B: Mark Hamley, JoAnne Blue, Joni Tillich, Dan Henry
  - ❖ 5C: Ron Parisien, Keith Azure, Barbie Poitra, Kristie Dionne, Brittany Belgarde
  - ❖ 5D: Larretta Hall, Karen Desjarlais, Wes Davis, Richard DeCoteau, Sherri Monette
- Our next step is to collect data and begin writing the first draft of each assigned section. We may revise or add other elements to the sections if needed after the review of the drafts.
- Please be sure to review the website to see if the data which you need collected is already posted. Other committee's may need the same information.
- Tracy Azure explained the audit process in detail so the committee members have an understanding for their sections.
- Anita entered at 9:50 to speak with the committee. We need to keep in Federal Compliance with each section in mind. We need to meet the guidelines, which can be found in the NCA

43 Handbook. Please review the document on the NCA website at ncahlc.org and select  
44 accreditations. Search for the Federal compliance program.

- 45 • All future meetings will be held in the Board room.
- 46 • We need to identify two people to sit on the editing commit from each criteria group. Barbara  
47 Houle and Audrey LaVallie volunteered to sit on the editing committee.
- 48 • We may need to create chards, tables, and graphs four our report.
- 49 • Each sub-committee should break out into their group’s to begin with further research and  
50 creating the rough drafts. The groups will be in the following locations:
  - 51 ➤ 5A: Chemistry Lab
  - 52 ➤ 5B: Terrace
  - 53 ➤ 5C: Room 216
  - 54 ➤ 5D: Larretta’s Office
- 55 • Breakout sessions began at 10:10 a.m.
- 56 • Tracy, Chad, and Jackie met with each individual sub-committee and answered questions.
- 57 • Tracy will ask Anita to request for all separate handbooks and policy manuals from different  
58 departments.
- 59 • Tracy will send out an email in reference to subcommittee meetings with attendance and  
60 minutes.

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62 **II. Next Meeting:**  
63 ■ NCA Committee Meeting: October 19, 2012 at 9:00 a.m. in the TMCC Board Room  
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65 **III. Adjournment:** Meeting adjourned at 11:30 a.m.  
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81 **Chad Davis, Committee Chair**

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81 **Tracy Azure, Committee Chair**

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83 **Jaclyn De Los Santos, Administrative Asst.**