

HLC Meeting

Monday, October 6, 2008

2:15pm

Those in attendance: Patricia Cokeley, Michael Schnell, and Jack Whisennand

This meeting was held to set up parameters on the computer. The next meeting Pam Koenig will meet with the group. The third meeting the group will look at main documents to determine where hyperlinks need to be made available. Clarification is needed on what is required.

Next Meeting will be October 21, 2008 at 9:00 am.

Meeting was adjourned at 2:45pm.

HLC Meeting

Tuesday, October 21, 2008

9:00am

Those in attendance: Patricia Cokeley, Michael Schnell, Jack Whisennand, Debbie Robertson, Pam Koenig, and Jessica Isaacs.

Pam explained how documents need to be stored for accessibility. The group discussed a new structure plan of the documents for final product. Jessica Isaacs talked about a timeline for documents to be formatted and organized. Teresa Norman will enter the link information for the documents. October 31, 2008 is the deadline for punch list.

Meeting was adjourned at 9:30am.

HLC Meeting

Thursday, December 18, 2008

2:00pm

Those in attendance: Patricia Cokeley and Michael Schnell

Meeting was held to highlight all the links in the 5 Criteria to get started.

Meeting was adjourned at 2:30pm.

HLC Meeting

Thursday, February 5, 2009

Those in attendance: Jack Whisennand, Michael Schnell, Patricia Cokeley, and Debbie Robertson

Everyone agreed that our committee needs to meet with Pam Koenig and Jessica Isaacs for some clarification on what is needed. Tuesday morning, February 10, 2009 is the tentative meeting date requested.

Meeting was adjourned.

HLC Meeting

Friday, February 6, 2009
2:00pm

Those in attendance: Debbie Robertson, Jack Whisennand, Michael Schnell, and Patricia Cokeley

The group met to plan strategy for our portion of our team.

Meeting was adjourned at 2:30pm.

HLC Meeting

Wednesday, February 11, 2009
2:00pm

Those in attendance: Patricia Cokeley, Jack Whisennand, Michael Schnell, and Jessica Isaacs

Jessica Isaacs completed Criterion 1 and brought a color copy of this to the meeting; this copy had flags pointing to each item that needed links. The group decided that Patricia Cokeley would make color copies for each member of the team. Patricia will have her work-study flag each item that Jessica had flagged and give each team member a copy.

Meeting was adjourned at 2:30pm.

HLC Meeting

Friday, February 13, 2009
2:00pm

Those in attendance: Patricia Cokeley and Michael Schnell

Patricia developed a spreadsheet with the Page Number, Component, Link and Description for Criteria. Michael and Patricia completed this spreadsheet and all but 9 documents are located. Michael will research Catalog 2006 through 2008, Policy 11-3-2002 or 11-3-2001, and the Organizational Chart. Patricia will research the Faculty Senate minutes and job descriptions for the Vice President, Vice President of Academic Affairs, and Division Chairs.

Meeting was adjourned at 2:30pm.

HLC Meeting

Wednesday, February 18, 2009

Those in attendance: Jack Whisennand, Patricia Cokeley, Michael Schnell, Debbie Robertson

Teresa was recruited to link the files to master document and to build files to make DVD's. Committee agreed that documents should be stored on DVD's so everything would be self contained for archival purposes and site visit purposes.

As Criterion 1 is done master document and its links would be given to Jessica Isaacs.

We would furnish copy of DVD's to writing team and next step is team will notify us of any changes, deletions, and modifications.

Jessica will have Criterion 2 to the group by February 27, 2009. Teresa will begin to work on Criterion 2's documents.

The team discusses the early stages of the document room which is tentatively in the Boren Library. The group will develop a flow design of the structure of the DVD.

We will put minutes on the S-Drive.

Meeting was adjourned.