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

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.