Committee Members Present: Tracy Azure, Chad Davis, Jackie De Los Santos, Audrey LaVallie, Barbara Houle, Barbie Poitra, Karen Poitra, Kerri Martell, Kristie Dionne, Larretta Hall, Richard DeCoteau, ReNae BearKing, Ron Parisien, Wes Davis.

Committee Members Absent: Duane Poitra, Dwight Trottier, Harold Counts, JoAnne Blue, Keith Azure, Mark Hamley, Theresa Rivard, Valerie LaRocque.

I. Business:

- Tracy explained into detail the process for the Criterion 5 sections A-D. Each individual was assigned a particular section.
- Chad is attending the NCA meeting which will be in Chicago and will provide information back to the committee when he returns.
- Larretta has a concern about section 5D-1 due to the work load.
- A lot of changes have been made with the criterions and we will receive the final copy of the criterions by the next meeting.
- ReNae BearKing entered at 9:21 a.m.
- Chad Davis entered at 9:22 a.m.
- When working on the criterions, every sub-committee member needs to create a report and collect the necessary data.
- We need to determine if the information is adequate.
- Once the information is all collected, we will put all of the documents together.
- We will know the entire self-study, not just our particular section.
- We need to get an online library set-up in Jenzabar to store the data.
- We need to have a good start on the preliminary document to be sure that we are staying on schedule.
- Kerri Martell or Tracy Azure will scan in the old strategic plan for the committee members to review.
- April 19th, 2012 the documents are due to Jackie
- April 20th, 2012 we will have a committee meeting at 9 a.m. in the TMCC Board Room
- The previous self-study report is available online
II. **Next Meeting:**
   - NCA Committee Meeting: April 20\textsuperscript{th}, 2012 at 9:00 a.m. in the TMCC Board Room

III. **Adjournment:** Meeting adjourned at 9:45 a.m.

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Chad Davis, Committee Chair    Tracy Azure, Committee Chair

Jaclyn De Los Santos, Administrative Asst.