Present: Dr. Osa Amienyi, Chris Collins, Dr. Lynita Cooksey, Russ Hannah, Nancy Hendricks, Julie Isaacson, Dr. Kathryn Jones, Dr. Cherisse Jones-Branch, Dr. Andy Novobilski, Dr. Jim Washam, Dr. Lonnie Williams

Absent: Dr. Beverly Boals-Gilbert, Kevin Linker, Randy Martin, Dr. Greg Meeks, Sarah Peoples, Mark Young

Dr. Cooksey called the meeting to order at 10:00 a.m.

Up-Date on Subcommittee Co-Chairs
Dr. Cooksey indicated that she is finalizing the subcommittees and would send this out later today after she has them confirmed.

Organizational Meeting for Subcommittees
Commented that we need to have an organizational meeting – maybe a luncheon in later afternoon? Asked the committee what the best format would be – box lunches and a one hour meeting.

Dr. Cooksey indicated to the committee that we are on track for where we need to be in the collection of evidence.

Assignment of “Resource Person” for each Subcommittee
Need to assign a research person for each subcommittee:
1) Russ Hannah – Finance
2) Chris/Kathryn – Academics
3) Jennifer Douglas
4) Nancy Hendricks/Beverly Boals

Subcommittees need to have regular meetings and minutes taken. There will be a site set up to put this information in.

Review of Time-Line and Relationship with Strategic Planning
Strategic Plan and HLC working together – match up.

At the end of the semester at least have some type of artifact or support for each criterion – looking for what we don’t have, any changes to make for the future.

Communications Plan – Website
There is a website set up but there’s nothing in it. Will be putting committee, minutes etc. in the website.
Discussed how to make the campus aware that we are in the accreditation process. Faculty/staff/students.

1) 1x month put on website – Nancy and Lynita to brainstorm on this.
2) Osa will talk to Faculty Senate about this
3) Staff Senate, SGA
4) Andy suggested a grassroots level – put something in message from Chancellor; half-time at football game – sink the HLC ball.
5) How to get to faculty
   a. Answer 5 questions about HLC and give membership to Red Wolf Center.
   b. College meetings – entertainment video about HLC. Osa may be able to get some students to help get something out in the fall.
   c. Benefits Fair

Dr. Cooksey to send link on video regarding Registrar’s Office getting grades in from faculty; Benefits Fair

**TracDat Repository**
TracDat for HLC? Members get ideas – need a theme: Moving with the Millenials; PR Class – Osa

**HLC Annual Meeting**
Dr. Cooksey distributed information regarding the Annual HLC Conference. Asked everyone to let Chris know if they will be attending so she can process the registration. Everyone will be responsible for their own travel arrangements. AAR will pay for the registration from the HLC Account.

Dr. Cooksey will send out committee assignments today or Monday February 8th – Tuesday at noon – box lunch meeting
Where to dump information on website

Meeting adjourned at 10:45 a.m.

Submitted by:

Chris Collins
Assistant to Dr. Lynita M. Cooksey