

## Steering Committee Minutes 12-2-03

Steve Nimmo chaired the meeting of the Steering Committee in Walker Science 160.

The group was brought up-to-date on the status of the Self-Study process.

The small group meetings scheduled in November were well attended and generated some good ideas that are being incorporated in the final draft of the Self-Study report. Every college constituency is better informed about the HLC site visit and its importance to the college. (See schedule of meetings below.)

Each chapter in the Self-Study will have a conclusion added, and a short conclusion chapter will be added for closure to the report. The executive summary will be modified appropriately. Steve Nimmo and Mary Leida are making the final changes to both documents; Bill Deeds is writing the conclusion chapter. Final changes should be in place by January 15 and the document should be printed in time to mail to the consultant-evaluators by January 22, one month before they arrive for the site visit.

Regular updates on the Self-study process were made at fall faculty meetings and fall meetings of the Administrative Staff Group.

Third party comment will be solicited with an ad in the Sioux City Journal in January.

Mary Leida will send campus-wide e-mail in a count-down to the time of the site visit. We will also ask for an article in the Collegian Reporter to highlight this visit.

A subcommittee to work on the Resource Room will meet during January and February. Members include Steve Nimmo, Mary Leida, Lillian Lopez, Andy Heiser, Glenda Tevis and Shari Tramp.

Save these dates: HLC SITE VISIT on February 23 and 24, 2004!

### Small Group Meetings to discuss the Self-Study Report

November 4	Fine Arts Division (faculty)	Nimmo
November 6	Student Government	Leida/Nimmo
November 7	Behavioral and Health Sciences Division (faculty)	Nimmo
November 11	Alumni Board	Leida/Nimmo
November 11	Education Division (faculty)	Leida
November 14	Humanities Division (faculty)	Nimmo
November 17	Student Services Staff (V.P. Curry)	Leida
November 18	Busn/Econ Division (faculty)	Leida
November 20	Institutional Advancement Staff (V.P. Rice)	Leida
November 25	Academic Affairs Staff (V.P. Deeds)	Leida
November 26	Business Affairs Staff (V.P. Jorgensen)	Nimmo
December 2	Athletics	Leida
December 5	Natural Science Division (faculty)	Leida/Nimmo