

Steering Committee Meeting  
October 12, 2010 2:00p.m.  
Office of Dr. Jim Yates

Members Present: Dr. Jim Yates, Dr. Kathy Harrell, Dr. Linda Pearson, Ramona Buckner, Kathy Quirk, Bill Gann, Steve Hughes, Michael Martin, Kendall Repass, Michelle White, Julie Shubert

Absent: Leah McLaughlin, Marcus Blair, Jean Ann Barlow, Sherry Scot-Smith

Meeting was called to order by Dr. Yates; previous minutes were reviewed and a motion was made to accept by Dr. Harrell with a second by Michelle White.

Dr. Yates began discussion by focusing on our upcoming kick-off event, stressing that we keep events at both campuses as similar as possible. The approximate length of event is to be between 45 and 60 minutes with refreshments, HLC handouts and a brief power point outlining what accreditation is and what it means to each employee of Carl Albert State College.

Subcommittee updates were requested and are as follows:

Criterion #1: Marcus Blair, Chair (submitted by Kathy Quirk) - The new mission statement was selected and accepted by the committee and approved by Dr. Webb. **"Your Success Is Our Mission"** (minutes under tab)

Criterion #2: Ramona Buckner, Chair – committee in research stages (minutes under tab)

Criterion #3: Bill Gann, Chair – committee approved, first meeting scheduled for October 21<sup>st</sup>.

Criterion #4: Dr. Linda Pearson, Chair – divided committee in to teams and assigned each one a core component to study. (minutes under tab)

Criterion #5: Leah McLaughlin, Chair (report submitted by Kendall Repass) – committee identified services and broke into groups to study. (minutes under tab)

Assessment & Resources: Steve Hughes, Chair – committee is putting together a self-appraisal to determine where to begin (minutes under tab)

Federal Compliance: Michelle White, Chair – committee approved, first meeting scheduled for October 21<sup>st</sup>.

An update on the new web site was given by Michael Martin. I.T. expects it to be in place by December 1<sup>st</sup>. He also requested that any reporting or specific data be sent to I.T. as it is accumulated to help them keep the information on the web site current and that he will create an HLC link on the collective to be made available to the Steering Committee.

The date and location of the next meeting will be emailed to the committee.

Meeting was adjourned.

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Julie Shubert  
Committee Member & Recorder