

**Logistics Team  
Minutes  
January 7, 2010**

Approval of Minutes:

- Approved

Draft Visit Schedule:

- Marty Met with Elizabeth Dunn and Pat Rogers, they gave feedback on the schedule and said to leave Tuesday open as well as Wednesday morning.
- Two different lengths of meetings were decided upon, 20 minutes and 50 minutes, with 10 minute travel time in between meetings.
- Meetings with groups of people from BSU will also have more than one visit team member present.
- Marty will email Roberta Teahen to get her input on the schedule and revise as necessary.
- When there is only a 20 minute meeting, an effort will be made to leave the next time slot open in case the meeting runs over time.
- Will there be a meeting with just the Steering Committee? It is not decided if the visit team wants one yet.
- Gaps and Trends and the Academic Assessment Committee have overlap in their membership, so it may be difficult to schedule these two meetings at the same time as indicated on the draft schedule.
- There may be other Bargaining units to add to the schedule such as MMA-Patrick Guilfoile will get a list of the bargaining units for Marty.
- Any other committees that the visit team should meet with-email Marty.
  - Suggestion: the team may want to meet with I.R. Director and Rose Jones, and they may want to meet longer with the Lib. Ed. Committee.
- People who do not attend the Criterion meetings any longer will have to be contacted as to whether they would like to stay on the list for the Criterion Committee or be taken off.
- How do we prepare for the meetings with the visit team?
  - Sheets with “talking points” on them are a possibility.
- Should there be a meeting with community people to show we are connected with them? Marty will pose this question to Jon Quistgaard.

People outside of the Resource Room:

- People are needed that know more about campus and the structure of things than students can answer.
  - The Steering Committee may take turns being outside of the Resource Room.
- Students will take the team from place to place on campus.

Spring Semester Meeting Days and times:

- The Logistics team could meet as frequently as once per week. The meeting day and time will be 2:00 p.m. on Mondays starting Monday, January 25<sup>th</sup>.

Hotel Reservations:

- BSU's Vice President put the hotel reservations on her credit card.
  - Reservations are for the night of March 20<sup>th</sup>, 2010. They may be cancelled up to 4:00 p.m. on that day, please remind Marty to call and let her know to either cancel or keep the reservations, depending on the weather.

Van Reservations:

- Van has been reserved in case flight to Bemidji is not possible.

Mock Visit Team:

- The visit team is as follows:
  - Lynette Olson
  - Betty Midgarden
  - Don Larsson
- February 8<sup>th</sup> will be the mock visit day. The schedule will be: 8-3 p.m. attend meetings, 3-4 p.m. prepare debriefing, 4-6 p.m. team meets with Steering Committee to give feedback.

The next meeting will take place in the Resource Room on Monday January 25<sup>th</sup> at 2:00 p.m.