

**Logistics Team
Minutes
November 16th, 2009**

Present: Mary Ward, Marty Wolf, William Brauer, Patrick Guilfoile, Kierstin Hoven, Dominique Wilson

1&2. Minutes:

Minutes from September and October were approved.

3. Mock Visit:

- The date for the mock visit is to be moved since February 15th is a campus holiday.
 - Alternate dates are Feb. 8th and Feb.22nd. Preference is for Feb 8th. Marty will put this issue before Nancy to get her input.
 - Suggestion: Pat Rogers will be helpful in the organization since she is away on a visit now.
 - Elizabeth Dunn will also be helpful with this since she has just returned from a visit.
 - Finalization of the mock visit should be done by January.
 - Mock team will have access to the Master Data Site.
 - Getting feedback about the visit will be helpful in planning for the real visit in March.
 - The mock team may visit with: gaps and trends, Steering Committee, IFO Exact, the deans, etc...
 - Is there a plan for providing feedback for regular university employees if something does not work or is not working? How do these employees receive feedback or an assessment on themselves? HR would have to be notified about these questions.
 - May meet with mock team regarding priorities for improvement.

4. Scheduling site team visits with on-line students:

- Bob Griggs is looking into this for the mock and regular visits.

5. Schedule for the visit team:

- Schedule for the visit was roughed-in by Marty Wolf, Elizabeth Dunn, and Pat Rogers.
- Questions: Will the mock team meet with the same people as the regular team? If issues are raised in the mock visit, will these same issues be raised in the real visit? Since the mock visit is of shorter duration, will the meetings be abbreviated? Should interviewees at the mock visit be “quizzed” on where needed information is and how to communicate it? How will the time be utilized best during the mock visit? How will it be determined who will be met with during the mock visit?
- The team ought not to miss meeting with: Lib. Ed. committee, Student Development and Enrollment, On-line students.

6. Hotels in MPLS and St. Paul:

- Top 3 hotels are near the Mall of America.
- We would need 7 rooms because there are 7 people on the visit.
 - Marriot Courtyard
 - Marriot Airport-Specifically for business people (business oriented)
 - Fairfield Inn
- Patrick Guilfoile will check in to the BSU credit card.

7. Student Helpers:

- Admissions will be leading the tours, they have blocked off the visit days specifically.
- Other student helpers can come from student clubs and organizations.

The next meeting will take place during start up of Spring semester, date and time TBD.