

**HLC Self-Study  
Publicity Team  
Minutes  
July 9, 2008**

Present: Andy Bartlett, Becky Boe, Rose Jones, Elizabeth Dunn, Mun Yee Kwan

- Meeting minutes from April 23, 2008 were approved.
- Copyright issue on the music of the video slides
  - The publicity team will order new music from the music library we expect to purchase
  - The video slides will be modified and re-produced for different occasions in the future
- Label for tee shirts
  - It has been decided to use: E<sup>3</sup>= Mission Central with the words underneath for students
  - Kathy Berglund and Rose will work on the label
- We will use the bookmark design on tee shirts for the HLC committees. Will get the sizes from committee members on July 15.
- The team reviewed some possible prizes and giveaways, which include flash drives, t-shirts, and coffee cups.
- HLC website homepage
  - The team agreed with the idea of using rotating testimonials from faculty and staff.
  - Will include a section on a brief summary of our mission and vision.
  - Andy will work with Kody on setting up the rotating testimonials and Elizabeth will work with the deans in coming up with the testimonials and the section on our mission and vision.
  - Elizabeth will talk to Bob regarding this matter
- The team agreed to use manila hanging file folders with color dots for the on-campus resource room: Olive Green, Blue, Orange, Yellow, Dark Red. These colors will be used on the website as well.
- John Taylor, our HLC liaison, will be visiting in Fall.
  - A tentative agenda may include: Breakfast reception for entire campus community then meetings with the following constituencies: Steering Committee, Full Committees, Joint Student and Faculty Senates, President's Leadership Council, Bargaining Unite Heads, Residential Life Council—feature Linden Hall and Cedar Apts.

- Bob has had some discussion with Louise Mengelkoch and we may be able to do some video clips at the TV station. Elizabeth will follow up.
- Advertisement in student newspaper
  - It was suggested to advertise some updates on the re-accreditation process on student newspaper. Andy will contact Emily Halla. Ads are \$125 for a quarter page.
  - Coverage of the HLC, John Taylor's visit, free tee shirts at freshman convocation
- HLC will consider establishing a student board to increase students awareness and involvement
- We will contact Mary Tosch, Residential Life, and Lisa Erwin for student events planning in Fall.

APPROVED