

**HLC Self-Study
Publicity Team
Meeting Minutes
September 29, 2008**

Members present: Rose Jones, Elizabeth Dunn, Bob Griggs, Mun Yee Kwan

1. Minutes from September 4, 2008 were approved and are available on the website.
2. Draft itinerary for Dr. John Taylor's visit was discussed and will be brought up at the Steering Committee Meeting this afternoon.
October 15 (Wednesday)
3:46PM: Arrival at Bemidji airport

6:00-8:00PM: Dinner with Vice Presidents

October 16 (Thursday)
8:30-10:00AM: Self-study steering committee, criterion committee, data team, and publicity team

10:15-11:00AM: Leadership Council

11:15-12:00PM: Cabinet

12:00-1:00PM: Lunch with President and AVP

1:15-2:00PM: Open meeting (Faculty and Student Senates, Bargaining Unit Heads)

2:15-3:00PM: Student and BSUFA Leadership

3:15PM: Departure to Bemidji airport
3. The publicity team will meet with Professor Virgil Bakken on Wednesday for a discussion on HLC video project.
4. Dr. Richard Hook offered his help with the union and interview project. We may film parts of these events.
5. Elizabeth will follow-up with Dr. Patricia Rogers regarding the HLC slideshow. We would like to post a shorter version of the slideshow on our website.
6. We will try to schedule a regular meeting time for the publicity team on the first Monday of each month from 10-11AM.
7. Information card design and pen design were reviewed and approved.