

**HLC Self-Study
Publicity Team
Minutes
September 4, 2008**

Present: Andy Bartlett, Becky Boe, Elizabeth Dunn, Bob Griggs, Mun Yee Kwan

- Meeting minutes from July 9, 2008 were approved.
- Film production with mass communication department
 - Louise Mengelkoch joined us at the meeting and she will be in contact with Virgil Bakken to further the discussion on this topic
 - HLC publicity team would like to film some short clips of students' understanding of our mission and vision.
- Activities to raise student awareness
 - HLC will not use the all-campus meeting on October 3.
 - Mun Yee is setting up a time for a conference call between John Taylor and Elizabeth and Bob.
 - We may use HLC design or HLC-related information as screensavers for campus computers.
 - We will recruit students from student senate to serve as committee members in each criterion. These students will form a sub-committee to help in planning and organizing student activities. Two activities suggested were: having students write their meaning of the mission on a wall-size sheet in the union and interviewing students at parking lot. Elizabeth will attend the next student senate meeting.
 - It was suggested to approach students and raise their awareness through hall council meetings.
- Giveaways
 - The publicity team agreed to order pens as giveaways for students.
 - We will get help from Kathy Berglund for a design of HLC calling card
- HLC website
 - The video clips will focus on the mission of the university.
 - Andy will work with Virgil Bakken on the video clips.
 - We may consider uploading the slides show on to the website. Bob will follow up with the music copyright issue.
- HLC thank you card was approved and Mun Yee will place an order. HLC letterhead was ordered.
- We are still deciding on the criterion color. Elizabeth and Bob will get in touch with Rosie and Kathy Berglund for a discussion on this.
- Items to be discussed: Facebook, how to deal with comments from the public.