

To: Self Study Team Members  
From: Dr. Linda Duttlinger  
Chair, Self Study Team  
Date: October 28, 2008

Topic: Minutes for Self Study team Meeting on **October 24, 2008**

The Agenda was presented and followed. (attached)

Participants were asked to sit at tables that had signs for each of the five criteria and the two chapters – Challenges from 2001 and Change of Status – based on their individual preferences. As imagined, this took a few minutes and a good deal of general discussion about what each criteria or chapter required. When the attendance sheet was passed around, participants listed their committee choice.

A handout on the History of PNC was distributed. This was originally done for the Site Visit in 2003. Team members were encouraged to review it and submit additions. (attached)

A handout on information concerning request for resources was distributed. This was a PROPOSED budget request to fully fund and staff an office of institutional research. The director's position was full time and the secretary's position was half time. Both figures listed reflect benefits. The group was cautioned to remember that this was merely PROPOSED and no final decision has been made at this time. This information was prepared by Dr. Duttlinger and presented with the knowledge and consent of VC Schmid. (attached)

The Charge to the Committees was distributed and gave additional information on the expectations for each criteria and chapter committee. (attached) The committees then were encouraged to discuss the material of their individual topics and to set dates for additional committee work. As to membership on the committees, it was generally decided that we have access to the entire campus and additional membership was encouraged.

The meeting ended by general consensus as the different groups completed their work and left the room. The next meeting is on ***Friday, November 21 at 1:00 in TECH 109.***