Members present: Doris Macdonald (chair), Brianno Coller, Marc Falkoff, William Goldenberg, Mary Elaine Koren, Murali Krishnamurthi, Lara Luetkehans, Kristen Myers, Elizabeth Towell, Laura Vazquez.

Ex officio present: Virginia Cassidy, Donna Lynn, Jeff Reynolds, Sherrill Morris.

Ex officio absent: Carolinda Douglass, Dan House.

1. Meeting began at 1:22 pm Macdonald announced that the minutes from the 7 September meeting had been posted on Blackboard and on the HLC web site.

2. Macdonald discussed the schedule of the meetings with college senates and other units to make an informational presentation during this semester or early Spring 2013 semester.

3. A proposed team for the Resource Room was discussed as was the potential location of the Resource Room.

4. Steering Committee members reported on the state of affairs in each of the subcommittees.

5. Macdonald discussed Blackboard maintenance issues and asked the Steering Committee to include an HLC site visit informational statement in their email message signatures.

6. Discussion of a public relations plan and a team to be established to promote the site visit to the university community.

7. Macdonald gave instructions to the committee to continue to gather data and to consider working with subcommittee members to review current information.

8. Meeting was adjourned at 2:57 pm.