

10:00 A.M.	Meet with HLC Steering Committee – Board Room	Dr. David H. Devier
	Meet with Vice President of Institutional Advancement, Cliff Davis – IC 205G	Dr. Jonah Lee Rice
	Meet with Vice President of Information Technology, Joel LaReau – GRF 204	Dr. Dale C. Downs
	Meet with Executive Director, Center for Workforce Development, Dawn Busick – ICE 243B	Dr. Irene H. Kovala
	Meet with College Director of Financial Aid, Jeffrey Ford – ICW 109D	Ms. Patricia M. Smith
11:00 A.M.	Meet with Associate Vice President of Student Affairs, Joan Barrett – ICW 219G	Dr. Irene H. Kovala
	Meet with Deans’ Council – ICW 219P (Brooks)	Dr. David H. Devier
	Meet with Dean of Students, Karla Gregg – ICW 219G2	Dr. Dale C. Downs
	Meet with Student Services Administration/Staff – ICW 108A	Ms. Patricia M. Smith
	Meet with College Director of Human Resources, Alice Ramey – HRC 2	Dr. Jonah Lee Rice
12:00 Noon	Lunch with Community Members – ICW 108BC	Entire Team
1:30 P.M.	Meet with Classified/Custodial Staff – LCN 211	Dr. David H. Devier Dr. Irene H. Kovala
	Meet with College Director of Finance, Jill Cox – IC 203H	Dr. Jonah Lee Rice
	Team members travel to Richwood Valley Campus to meet with administration, staff, and faculty	Dr. Dale C. Downs Ms. Patricia M. Smith
	<ul style="list-style-type: none"> • 2:00 P.M. Tour Richwood Valley • 2:30 P.M. Meet with Administration/Staff – LCS 227 • 3:15 P.M. Meet with Faculty – LSC 227 • 4:00 P.M. Leave for Springfield Campus 	
2:30 P.M.	Meet with Assessment Committee – ICW 219P (Brooks)	Dr. Irene Kovala
	Meet with Director of Facilities and Grounds, Rick Taylor – RPM 106	Dr. David H. Devier

	Meet with Institutional Advancement Administration and Staff – Board Room	Dr. Jonah Lee Rice
3:30 P.M.	Meet with Faculty – LCN 211	Dr. David H. Devier Dr. Irene H. Kovala Dr. Jonah Lee Rice
4:30 P.M.	Team members return from Richwood Valley Campus	
	Meet with College President, Hal Higdon – IC 205E	Dr. David H. Devier
	Team Work in Resource Room – ICE 224	
5:00 P.M.	Team Departs Campus for Hotel	
6:00 P.M.	Team Meets for Dinner	
7:30 P.M.	Team Work in Hotel Resource Room – UP 120	

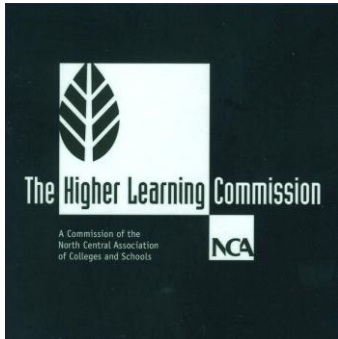
Tuesday, February 8, 2011

7:45 A.M.	Team gathers for departure from hotel to OTC	
8:00 A.M.	Meet with President, Hal L. Higdon – IC 205E	Dr. David H. Devier
	Team work in Resource Room – ICE 224	
9:00 A.M.	Meet with Dean Learning Resources, Mike Madden; Dean Academic Services, Kathy Perkins; Assistant Dean of Academic Services, Gavin O'Connor; Assistant Dean Disability Support and Testing Services, Julie Edwards; Director of the Tutoring and Learning Center, Jacob Lewellen; Director of Institutional Effectiveness, Marcia Wheeler – ICW 219P (Brooks)	Dr. David H. Devier
	Meet with College Director of OTC Online, Witt Salley; Education Center Directors, Rob Griffith, Jeff Kulback, Rosalind Pride – IC 104	Dr. Irene H. Kovala
	Meet with Administration (Assistant Coordinators and above) – LCN 211	Dr. Dale C. Downs
	Meet with Director of Career Employment Services, Kathy Christy – ICW 219N	Dr. Jonah Lee Rice
	Meet with Department Chairs/Program Directors – ICW 108BC	Ms. Patricia M. Smith

10:00 A.M. – 12:00 P.M.	Team Work in Resource Room and additional appointments – follow-up as needed – ICE 224	Entire Team
12:00 P.M.	Lunch with Students – ICW 108A	Entire Team
1:30 – 4:30 P.M.	Team work in Resource Room and additional appointments as needed – ICE 224	
4:00 P.M.	Meet with President, Hal Higdon – IC 205E	Dr. David H. Devier
4:30 P.M.	Meet with Board Chair – IC 205 Conference Room	Dr. David H. Devier Dr. Jonah Lee Rice
5:00 P.M.	Reception with Dr. Higdon, Dr. Lawler, Dr. Perkins, Witt Salley, and Board of Trustees – Tower Club	Entire Team
5:30 P.M.	Working Dinner with Evaluation Team Members and Board of Trustees – Tower Club	Entire Team
6:30 P.M.	Team departs for hotel	
7:00 P.M.	Team works in Hotel Resource Room – UP 120	

Wednesday, February 9, 2011

8:30 A.M.	Team departs hotel for campus	
9:00 A.M.	Team work in Resource Room – ICE 224	
	Meet with College President, Hal Higdon – IC 205E	Dr. David H. Devier
10:00 A.M.	Exit Report with Cabinet and Self-Study Coordinators – Board Room	Entire Team
10:45 A.M.	Team departs campus	



Itinerary
 Higher Learning Commission
 Accreditation Visit
 Ozarks Technical Community College
 Team Assignments
 February 7 – 9, 2011

Team Member	Primary Assignments	Secondary Assignments
Dr. David H. Devier	Lead on Criterion One and Five	Help with Criterion Three
Ms. Patricia M. Smith	Lead on Criterion Three and help with Two	Help with Criterion Four
Dr. Irene H. Kovala	Lead on Assessment ,Criterion Four, and General Education	Help with Criterion Three
Dr. Jonah Lee Rice	Lead on Board of Trustees and Criterion Four	Physical Plant, Budgets and Advancement
Dr. Dale C. Downs	Lead on Criterion Two	Help with Criterion One