



Isothermal Community
College
2015 SACSCOC Visit
Concierge Book

Driver Contact Information

<u>Teams</u>	<u>Driver Name</u>	<u>Cell Phone Number</u>	<u>Availability</u>
#1	Lightning McQueen	828-000-0000	Sunday - Thursday
	Mater	828-000-0000	Sunday
#2	Chick Hicks	828-000-0000	Sunday/Monday
	Doc Hudson	828-000-0000	Sunday
#3	Sally Carrera	828-000-0000	Sunday
	Darrell Cartrip	828-000-0000	Sunday
#4	Strip Weathers	828-000-0000	Sunday - Thursday
	Bob Cutlass	828-000-0000	
	Not Chuck	828-000-0000	Sunday - Thursday
	Peterbilt	828-000-0000	Sunday - Thursday

Escort Contact Information

<u>Escort Name</u>	<u>Cell Phone Number</u>	<u>Availability</u>
Cinderella	x.123 or 000-0000	Oct. 27 th @ 1 to 4 p.m.
Prince Charming	x. 123 or 000-0000	Oct. 27 th @ 1 to 4 p.m.
Gus	000-000-0000	Oct 27 th @ 1 to 4 p.m.
Bruno	000-000-0000	Oct. 27 th @ 1 to 4 p.m.
Jaq	000-000-0000	Oct. 27 th @ 1 to 4 p.m.
Duke	000-000-0000	Oct. 27 th @ 1 to 4 p.m.

Other Isothermal Contact Information:

<u>Contact Name</u>	<u>Phone Number</u>
Resource Officer 1	000-000-0000
Resource Officer 2	000-000-0000
VP Admin Services	000-000-0000
Dir. of Maintenance	000-000-0000
Dir. of HR	000-000-0000
Exec. Asst. to Pres.	000-000-0000
Faculty on Hospitality Team	000-000-0000
Faculty on Hospitality Team	000-000-0000
Dir. of Conference CTR	000-000-0000
Hotel Contact	000-000-0000

VP of Curriculum 000-000-0000
 Dir of Assessment 000-000-0000
 President's Office 000-000-0000

Reaffirmation Committee Roster

<u>Name</u>	<u>Arrival/Departure</u>	<u>Reception/Chili's</u>	<u>Drink/Snack Preference</u>	<u>Technology</u>	<u>Special Requests</u>
Dr. Mickey Mouse Mars Community and Technical College 109 East Mars, BB303 Louisville, KY 40202 000-000-0000	Driving	Reception	Decaf coffee, apples	None	Allergic to shell fish/shrimp
Mr. Goofey Saturn Community College 3710 Saturn Ave Planet, LA 70043 000-000-0000	American Airlines Flight #636 10/25 @ 10:23 a.m. <hr/> Return to hotel	Reception	Cold, unsweet Tea, Gluten Free Diet	Laptop (Windows)	Allergic to polyester
Dr. Daisy Duck Earth Community College 5 Community College Dr. Star, LA 70806 000-000-0000	Delta Terminal 10/25 @ 1:30 p.m. <hr/> Delta Flight #2133 10/29 @ 3:45 p.m.	Reception	Hot cocoa, cranapple or orange juice, water Popcorn, cashews, peanut butter crackers, milk chocolate	None	Doesn't want to be near the ice machine or elevator at hotel
Dr. Pluto Mecury College 1400 Nine Street Venus TX 78224 000-000-0000	American Airlines Flight #1970 10/25 @ 12:12 <hr/> Flight departs 10/29 @ 2:45 p.m.	Reception	Water, Coffee, Diet Coke Fruit, Power Bars	None	
Dr. Clarabelle Cow Jupiter Community College 100 Main Street, NW Neptune, AL 35077-2000 000-000-0000	Delta Flight #1380 10/25 @ 2:58 p.m. <hr/> Delta Flight #2133 10/29 @ 3:45 p.m.	Reception	Water (room temp.)	None	

Reaffirmation Committee Roster

<p>Mr. Pete-QEP Evaluator Moon Community College 2660 South Street Moon, KY 42420 000-000-0000</p>	<p>American Airlines Flight #5032 10/25 @ 3:21 p.m.</p> <hr/> <p>American Airlines Flight #1452 10/29 @ 4:20 p.m.</p>	<p>Reception</p>	<p>Coke Zero, unsweet tea, water Cashews, peanut butter crackers, chips</p>	<p>Macbook</p>	
<p>Ms. Dory Blue Sky Community College 1 Sun Lane PO Box 800 Night Cave, VA 24486 000-000-0000</p>	<p>Driving</p>	<p>Reception</p>	<p>None Requested</p>	<p>Laptop (Windows)</p>	
<p>Dr. Nemo Sunset Community College 808 Starry Street Twinkle, KY 42501-2973 000-000-0000</p>	<p>Driving</p>	<p>Chili's</p>	<p>Diet drinks</p>	<p>None</p>	
<p>Dr. Marlin-Observer Water Community College 121 Meteoroid Place Show, VA 23510 000-000-0000</p>	<p>Driving</p>	<p>Chili's</p>	<p>Skipped question</p>	<p>None</p>	
<p>Dr. Bruce ~ SACSCOC</p>	<p>Delta Flight #2133 10/25 @ 2:58 p.m.</p> <hr/> <p>Delta Flight #2597 10/29 @ 2:30 p.m.</p>	<p>Reception</p>	<p>Spring water, fruit</p>	<p>None</p>	<p>Dietary restrictions – lobster King non-smoking room</p>

<u>Day</u>	<u>Person</u>	<u>Arriving Times</u>	<u>Pickup/Drop Off</u>	<u>Driver/Escort</u>	<u>Vehicle</u>
Sunday, October 25	Mr. Goofey	10:23 AM	Charlotte Douglas/Holiday Inn Express	Lightning McQueen/Cindrella 000-000-0000/000-000-0000	Impala 1
Sunday, October 25	Dr. Pluto	12:12 PM	Charlotte Douglas/Holiday Inn Express	Mater/Gus 000-000-0000/000-000-0000	Impala 2
Sunday, October 25	Dr. Daisy Duck	1:30 PM	Charlotte Douglas/Holiday Inn Express	Bob Cutlas/Prince Charming 000-000-0000/000-000-0000	Personal Vehicle
Sunday, October 25	Dr. Mickey Mouse, Dr. Nemo, Dr. Dory, Dr. Marlin	After 3:00 PM	None Personal Vehicle/Holiday Inn	Chick Hicks/Bruno	Personal Vehicle
Sunday, October 25	Dr. Clarabelle Cow, Dr. Bruce & Mr. Pete	2:58 PM/3:21 PM	Charlotte Douglas/Holiday Inn Express	000/000/0000	Van
Sunday, October 25	SACSCOC Committee Members	5:15 PM	Hotel/President Minnie's House(Shuttle)	Lightning McQueen/Mater	
Sunday, October 25	SACSCOC Committee Members	7:00 PM	President Minnie's House/Hotel	Lightning McQueen/Mater	

FINAL SCHEDULE with team's notes

SACSCOC Substantive Change and Reaffirmation Site Review
Isothermal Community College, Spindale, NC



Monday, October 26 – Thursday, October 29, 2015

Sunday, October 25, 2015

- SACSCOC Reviewers arriving today
 - DD pick up sandwiches at Ingles
 - Put bakery bags in gift bags
 - SK to get gift bags and take to the board room, then to the hotel (front desk or conference room)
 - All Meet at 8:15 Sunday morning at the college board room
 - Add ice and perishables (sandwiches) to coolers; load coolers into state vehicles in Admin lot
 - Set up hotel work room (IT, office supplies, snacks, drinks)
 - AO: bring your Keurig, DD will bring coffees and stuff
 - TC to bring cupcakes for birthday
 - Welcome to hotel and notify all that arrive before check in at 3:00 to use lobby and conference room to relax and get refreshments
 - DD take cups and be at Minnies at 4:45 for set up of dinner
 - Lighting McQueen and Mater to shuttle to dinner at President Minnie's
 - SK & SMN– Dinner at Chili's with reviewers *not* attending reception (Dr. Marlin & Mr. Pete)
- 5:30 pm – Team Dinner – President Minnie's house

SUBSTANTIVE CHANGE REVIEW – Monday, October 26, 2015 **(New Sites: Chase High School, East High School)**

Monday, October 26, 2015

SM: Send outlook invite for exit conference

8:00 a.m. – 9:00 a.m. Substantive Change Committee orientation and planning - Hotel Workroom
During this meeting the committee will review the institution's substantive change report and supporting documents and identify issues and topics to be explored pertaining to specific accreditation requirements. Finally, it will review and finalize its scheduled meetings to be held with faculty, administrators, staff, students, and others during the review.

Compliance Issues:

1. What questions remain to be answered before the committee can reach closure on its decisions regarding the institution's compliance with the *Principles of Accreditation*?
2. Who on campus will most likely have the information the committee needs in order to make its decision?
3. What documents need to be reviewed?
4. What does the committee report need to provide in those instances where the committee judges the institution to be out of compliance with a given requirement?

9:00 a.m. – 9:30 a.m. Committee travel to off-campus instructional site (Chase High School)
9:30 a.m. – 11:00 a.m. Committee review at Chase High School site
11:00 a.m. – 11:30 a.m. Committee takes a brief tour of the facility
11:30 p.m. – 1:00 p.m. Committee travel to Rutherford County Schools Administrative Offices - Lunch
1:00 p.m. – 1:30 p.m. Committee travel to East High School site
1:30 p.m. – 3:00 p.m. Committee review at East High School site
3:00 pm. – 3:30 p.m. Committee takes a brief tour of the facility
3:30 p.m. – 4:00 p.m. Committee travel to hotel
4:00 p.m. – 6:00 p.m. Committee meets in hotel conference room
During this meeting the committee reviews the status of its work, identifies major issues, topics, and concerns to be addressed in its report.
6:30 p.m. Committee departs hotel for dinner at local restaurant (Equestrian Center)

REAFFIRMATION SITE REVIEW

Tuesday, October 27 – Thursday, October 29, 2015

Day 1, Tuesday, October 27 (*Advising Day)

- Breakfast at the hotel on your own (served 7:00 am – 9:00 am)
- SK & TC get fruit out of frig.
- SM: send reminder email to all lunch participants
- SACS will share list of any additional compliance-related interviews requested for Wed. 10/28 @ 8:30 AM
- All: set up foundation after 2 pm, DD take refreshments for Wednesday morning and request coffee hot pots be out by 8:15

10:00 a.m. - 11:15 a.m. Committee Orientation Meeting (Hotel)

During this meeting **Dr. Mickey Mouse** will lead the committee in a review the Off-Site Committee report, the institution's Focused Report, and the Quality Enhancement Plan. The Committee will identify issues and topics to be explored pertaining to specific accreditation requirements and the QEP. It will also identify questions to be explored with campus personnel during group meetings. Finally, it will also review and finalize its scheduled meetings to be held during the review.

Compliance Issues:

1. What questions remain to be answered before the committee can reach closure on its decisions regarding the institution's compliance with the requirements identified by the Off-Site Committee?
2. Who on campus would have the information the committee needs in order to make its decision?
3. What documents need to be reviewed
4. What does the committee report need to provide in those instances where the committee judges the school to be out of compliance with a given requirement?

Quality Enhancement Plan (QEP)

1. What questions and/or issues need to be explored with all constituencies on campus during the visit?
2. What questions and/or issues need to be explored with specific sub-groups on campus?
3. What documentation does the committee need to review while on campus
4. How will the committee write up its report pertaining to the QEP?
5. Who will be responsible for reporting the committee's findings to the institution?

11:15 a.m. – 11:30 p.m. Committee Travel to Campus

11:30 p.m. – 12:00 p.m. Committee Meeting with College President - BSCI, Room 137

Attendees are QEP team and College Council.

President Minnie welcomes the committee, introduces administrators, faculty, staff and others that the President has invited to the meeting. Following the President's remarks and introductions, **Dr. Mickey Mouse** introduces committee members and outlines the committee's responsibilities and itinerary while on campus. Following the opening remarks, the committee engages in a general conversation with the leadership team on topics of interest to the committee and the leadership team.

12:00 p.m. – 1:15 p.m. Committee Lunch on Campus – BSCI Room 112 (CATM) (through 116)

1:15 p.m. – 4:00 p.m. Committee Review on Campus

Committee members conduct individual reviews regarding the remaining compliance issues as necessary. QEP Lead Evaluator and other available committee members meet with the institution’s QEP leadership team to begin discussions of the QEP.

BSCI Room 137: Mr. Pete, QEP Evaluator	
TIME	Student Name
1:15 PM - 1:55 PM	Misty
	Van
	Rachel
	Meghan
	Harrison
	Alyssa
2:00 PM - 3:00 PM	QEP Team Members
	Registrar
	VP of Curriculum
	Director of Student Records
	Director of Assessment
	Faculty
	Director of Learning Retention
	Faculty
Faculty	

BSCI Room 136: Dr. Marlin (3:40)	
TIME	Name
1:15 PM - 1:45 PM	VP of Curriculum
1:45 PM - 2:15 PM	Dean of Health Services
2:15 PM - 2:45 PM	Dean of Applied Sciences
2:45 PM - 3:15 PM	Dean of Business Sciences
3:40 PM - 4:00 PM	VP of Curriculum

IT CONFERENCE ROOM: Dr. Duck and Dr. Marlin	
TIME	Name
1:15 PM - 2:00 PM	Director of Assessment
2:00 PM - 2:20 PM	Dean of Arts & Sciences
2:20 PM - 2:40 PM	Director of Nursing
2:40 PM - 3:00 PM	Fundraising & Grants
3:00 PM - 3:20 PM	Director of Learning Ret.
3:20 PM - 3:40 PM	Director of Conf. Center

PRESIDENT'S SUITE: Dr Mickey Mouse, Chair, and Dr. Pluto	
TIME	Name
1:15 PM - 2:00 PM	President Minnie
	VP of Fundraising, Workforce Development

BSCI Room 113: Dr. Marlin	
TIME	Name
2:00 PM – 2:30 PM	VP of Administrative Services
2:30 PM – 3:00 PM	Controller
3:00 PM – 3:30 PM	Director of Facilities

BSCI Room 114: Ms. Clarabelle Cow	
TIME	Name
2:30 PM - 3:00 PM	Library Services Director
3:00 PM - 3:30 PM	Director of Assessment
	Distance Learning Coordinator

BSCI Room 121: Ms. Dory	
TIME	Name
1:15 PM - 1:45 PM	Dean of Student Services
1:45 PM - 2:15 PM	Distance Learning Coordinator

2:00 p.m. or after
Committee)

Set-up for Wednesday luncheons at Foundation (Concierge

4:00 p.m. – 5:00 p.m.

Committee Meeting on Campus – BSCI Room 112

Prior to departing campus for dinner, the committee discusses the status of its reviews of compliance issues. If additional information is required, the committee identifies that information as well as the individuals on campus who can access that data. QEP Lead Evaluator and others provide an overview of the questions and issues pertaining to the QEP needing further exploration.

5:00 p.m. – 5:15 p.m.

Committee Travel to Hotel

6:15 p.m.

Committee Departs for Dinner at Local Restaurant – Larkin's on the Lake

Day 2, Wednesday, October 28

Breakfast at the hotel on your own (served 7:00 am – 9:00 am)

8:00 a.m. – 8:30 a.m.

Set-up for poster session and luncheons at Foundation (Concierge Committee)

*Refreshment/lunch tables in lobby w/coffee, water, granola bars, fruit – see prefs

DB: Set up Foundation lobby with am refreshments by 8:15 am

SM: bring list of participants with their shirt sizes and all t-shirts to Foundation lunch, plus nametags, markers, pens, and sign-in sheets

8:15 a.m. – 8:30 a.m.

Committee Travel to Foundation (or Blue Room)

8:30 a.m. – 9:00 a.m.

Meetings with Selected Administrative Officers on Campus

Foundation Seminar B

Posters will also be available in this room that day.

*Will know who from College must attend by Tuesday 10/27

OPTION 1 (TBD)

Various committee members will meet individually with the chief administrative officers responsible for each major unit (academic affairs, student services, administrative services, etc.) to discuss any remaining compliance issues within their units. If the administrative officer feels that pertinent information to support its compliance with the issue that the committee may not have considered during its deliberations, then the Committee will provide an opportunity for the institution to make the information available to the committee following its meetings with campus personnel to discuss the QEP.

OPTION 2

Poster Session in Seminar A - *Need 5 easels

9:30 a.m. – 10:30 a.m.

Entire Committee meets with the QEP Leadership team – Foundation Seminar A

(12 chairs, u-shaped, 30 chairs behind u in auditorium style, 4 chairs to right side for speakers, 1 table for speakers)

*Concierge are escorts

The purpose of this meeting is to provide institution's leadership team that developed the QEP with an opportunity to present an overview of the plan to the committee before it begins its in-depth conversations about specific aspects of the QEP. The institution should address the following topics within this presentation:

1. Rationale for undertaking the project
2. Institution's capacity to undertake the project. This discussion might include items such as prior activities or projects that suggest its capacity to undertake and complete this project. For instance, has the institution worked with other institutions or professional organizations on projects related to the QEP
3. An overview of major topics or components of the plan
4. An overview of the expected outcomes
5. An overview of the means by which the college will evaluate the extent to which it achieves the expected outcomes
6. Intended consequences of the plan for the college.

10:45 a.m. – noon Focused Group Discussions pertaining to the QEP (Observer chooses group)
TC and SK. go back to BSCI go set up Brown Room

Group I (Dr. Nemo, Dr. Pluto, Mr. Goofey, Mr. Pete)

Exploring the QEP: An Examination of the Focus and Assessment of the QEP

Foundation Seminar A (u-shape, 12 chairs)

This meeting provides an opportunity for an in-depth discussion of major issues surrounding the QEP. Members of the committee will meet with individuals involved in developing the QEP and in determining the formative and summative evaluations to be used to assess the impact of the QEP

Group II: (Dr. Mickey Mouse, Dr. Daisy Duck, Dr. Clarabelle Cow)

Exploring the QEP: An Examination of Capacity and Campus Involvement

Foundation Seminar B (u-shape, 12 chairs)

This meeting provides an opportunity for an in-depth discussion of major issues surrounding the resources (fiscal, human, physical) dedicated to implement and complete the QEP. The discussion will also explore issues related to the involvement of the campus constituencies in developing and implementing the QEP.

12:15 p.m. – 1:30 p.m. Luncheon meetings (Observer chooses #2, 3, or 4)

(tables of food in lobby near windows)

Food #s=60 in Foundation + 15 in Brown Room = 75

Luncheon #1 governing board (Exec Comm=7,+ Pres Minnie=1=8 , 2 reviewers = 10)
(**Dr. Mickey Mouse & Dr. Bruce**)
BSCI Room 136

(table?, placemats, drinks on ice or frig)

*Need driver for transport from Foundation to Brown Room

Luncheon #2 students (**Dr. Nemo, Dr. Dory, Dr. Marlin**)

Foundation Lobby (16 ACA students)

(4 8-ft tables, 1 6-ft, u-shape, 13 students+3 reviewers=16)

Luncheon #3 faculty not serving on a QEP committee but aware of the project (**Dr. Pluto, Dr. Goofey**)

Foundation Seminar B (9 faculty)

(9 faculty+3 reviewers=12, u-shape)

Luncheon #4 campus personnel not serving on a QEP committee but aware of the project
(**Dr. Daisy Duck, Mr. Pete**)

Foundation Seminar A

Selection from all Staff (10) – (u-shape, 10 staff+2 reviewers=12)

1:30 p.m. until Clean-up at Foundation (Concierge Committee)

1:30 p.m. – 2:15 p.m. Committee members continue reviews on campus – BSCI Room 112

Committee members schedule follow-up meetings with campus personnel to discuss issues bearing upon the QEP. If no meetings are scheduled, committee will return to hotel.

1:30 p.m. – 2:45 p.m. QEP Follow-up - Mr.Pete – BSCI 137

2:15 p.m. – 2:30 p.m. Committee Travel to Hotel

2:30 p.m. – 4:00 p.m. Individual time to complete work

4:00 p.m. – 6:00 p.m. Committee meets in Hotel conference room to discuss finding

During this meeting **Dr. Mickey Mouse** will review the status of committee's work and identify major issues, topics, and concerns to be addressed in its report. Chair will also identify and discuss any remaining issues or items requiring further review during Thursday morning. Chair will also review the status of the completion of the writing assignments and establish the agenda and itinerary for the committee's final day on campus.

6:30 p.m. Dinner at nearby restaurant – Catered by Fatz to Hotel –
(DD to pick up and deliver at 6:30 to the conference room)

Day 3, Thursday, October 29

Breakfast at the hotel on your own (served 7:00 am – 9:00 am)

8:00 a.m. – 10:00 a.m. Committee completes report at Hotel meeting room

10:00 a.m. – 10:15 a.m. Committee travels to campus

10:15 a.m. – 11:00 a.m. Drs. Mickey Mouse & Bruce meet with President – BSCI Room 136
10:45 – TC & SK to leave now for CATM to pick sandwiches. Exit

11:00 a.m. – 11:45 a.m. Conference – BSCI Room 137

College Council and QEP Team

Pick-up/deliver box lunches for committee members to take with them (10)

11:45 a.m. Committee Departs for Airport

Keep in mind there is a 70 minute drive from the College to Charlotte Douglas International Airport. Please plan your flight arrangements accordingly.

<u>Day</u>	<u>Person</u>	<u>Departure/Arriving Times</u>	<u>Pickup/Drop Off</u>	<u>Driver/Escort</u>	<u>Vehicle</u>
Monday, October 26	Dr. Clarabelle Cow, Dr. Pete, Dr. Nemo	9:00 - 9:30 AM	Hotel/Chase High School	Lightning McQueen	Van
Monday, October 26	Mr. Goofey, Dr. Duck, Dr. Pluto	9:00 - 9:30 AM	Hotel/Chase High School	Doc Hudson	Impala
Monday, October 26	Ms. Dory, Dr. Marlin	9:00 - 9:30 AM	Hotel/Chase High School	Darrell Catrip	Impala
Monday, October 26	Dr. Mouse, Dr. Bruce	9:00 - 9:30 AM	Hotel/Chase High School	Not Chuck	Personal Vehicle
Monday, October 26	Dr. Clarabelle Cow, Dr. Pete, Dr. Nemo	11:30 - 11:45 AM	Chase High School/RCS Admin. Offices	Lightning McQueen	Van
Monday, October 26	Mr. Goofey, Dr. Duck, Dr. Pluto	11:30 - 11:45 AM	Chase High School/RCS Admin. Offices	Doc Hudson	Impala
Monday, October 26	Ms. Dory, Dr. Marlin	11:30 - 11:45 AM	Chase High School/RCS Admin. Offices	Darrell Catrip	Impala
Monday, October 26	Dr. Mouse, Dr. Bruce	11:30 - 11:45 AM	Chase High School/RCS Admin. Offices	Sally Carrera	Personal Vehicle
Monday, October 26	Dr. Clarabelle Cow, Dr. Pete, Dr. Nemo	1:00 - 1:30 PM	RCS Admin. Offices/East High School	Lightning McQueen	Van
Monday, October 26	Mr. Goofey, Dr. Duck, Dr. Pluto	1:00 - 1:30 PM	RCS Admin. Offices/East High School	Doc Hudson	Impala
Monday, October 26	Ms. Dory, Dr. Marlin	1:00 - 1:30 PM	RCS Admin. Offices/East High School	Darrell Catrip	Impala
Monday, October 26	Dr. Mouse, Dr. Bruce	1:00 - 1:30 PM	RCS Admin. Offices/East High School	Sally Carrera	Personal Vehicle
Monday, October 26	Dr. Clarabelle Cow, Dr. Pete, Dr. Nemo	3:30 - 4:00 PM	East High School/Hotel	Lightning McQueen	Van
Monday, October 26	Mr. Goofey, Dr. Duck, Dr. Pluto	3:30 - 4:00 PM	East High School/Hotel	Doc Hudson	Impala
Monday, October 26	Ms. Dory, Dr. Marlin	3:30 - 4:00 PM	East High School/Hotel	Darrell Catrip	Impala
Monday, October 26	Dr. Mouse, Dr. Bruce	3:30 - 4:00 PM	East High School/Hotel	Sally Carrera	Personal Vehicle
Monday, October 26	Dr. Clarabelle Cow, Dr. Pete, Dr. Nemo	6:30 PM	Hotel/Roger's Diner (TIEC)	Sally Carrera	Personal Vehicle
Monday, October 26	Mr. Goofey, Dr. Duck, Dr. Pluto	6:30 PM	Hotel/Roger's Diner (TIEC)	Not Chuck	Impala
Monday, October 26	Ms. Dory, Dr. Marlin	6:30 PM	Hotel/Roger's Diner (TIEC)	Lightning McQueen	Van
Monday, October 26	Dr. Mouse, Dr. Bruce	6:30 PM	Hotel/Roger's Diner (TIEC)	Darrell Catrip	Impala

<u>Day</u>	<u>Person</u>	<u>Departure/Arriving Times</u>	<u>Pickup/Drop Off</u>	<u>Driver/Escort</u>	<u>Vehicle</u>
Tuesday, October 27	Dr. Mouse, Dr. Bruce	11:15 - 11:30 AM	Hotel/Red Room (BSCI)	Sally Carrera	Personal Vehicle
Tuesday, October 27	Mr. Goofey, Dr. Daisy, Dr. Pluto	11:15 - 11:30 AM	Hotel/Red Room (BSCI)	Not Chuck	Impala
Tuesday, October 27	Dr. Cow, Mr. Pete, Dr. Nemo	11:15 - 11:30 AM	Hotel/Red Room (BSCI)	Lightning McQueen	Van
Tuesday, October 27	Ms. Dory, Dr. Marlin	11:15 - 11:30 AM	Hotel/Red Room (BSCI)	Darrell Cartrip	Impala
Tuesday, October 27	Mr. Pete	1:15 - 3:00 PM	Blue Room/Red Room (Room 137)	Prince Charming	Walk through BSCI
Tuesday, October 27	Mr. Goofey	1:15 - 4:00 PM	Blue Room/Chocolate Room (Room 136)	Cinderella	Walk through BSCI
Tuesday, October 27	Dr. Mouse, Dr. Nemo	1:15 - 2:00 PM	Blue Room/President Suite (Admin)	Gus	Walk through Campus
Tuesday, October 27	Dr. Pluto, Dr. Cow	1:15 - 3:40 PM	Blue Room/IT Conference Room	Bruno	Walk around Autobody/Machine Shop
Tuesday, October 27	Dr. Nemo	2:00 - 3:30 PM	Blue Room/Room 113 (BSCI)	Jaq	Walk around corner
Tuesday, October 27	Ms. Dory	1:15 - 2:15 PM	Blue Room/Room 121	Duke	Walk through BSCI
Tuesday, October 27	Dr. Daisy	2:30 - 3:30 PM	Blue Room/Room 114	Lucifer	Walk through BSCI
Tuesday, October 27	Dr. Mouse, Dr. Bruce	5:00 - 5:15 PM	Main Entrance of BSCI/Hotel	Sally Carrera	Personal Vehicle
Tuesday, October 27	Mr. Goofey, Dr. Daisy, Dr. Pluto	5:00 - 5:15 PM	Main Entrance of BSCI/Hotel	Not Chuck	Impala
Tuesday, October 27	Dr. Cow, Mr. Pete, Dr. Nemo	5:00 - 5:15 PM	Main Entrance of BSCI/Hotel	Lightning McQueen	Van
Tuesday, October 27	Ms. Dory, Dr. Marlin	5:00 - 5:15 PM	Main Entrance of BSCI/Hotel	Darrell Cartrip	Impala
Tuesday, October 27	Dr. Mouse, Dr. Bruce	6:15 PM	Hotel/Larkins (Hwy 74 to Hwy 9)	Sally Carrera	Personal Vehicle
Tuesday, October 27	Mr. Goofey, Dr. Daisy, Dr. Pluto	6:15 PM	Hotel/Larkins (Hwy 74 to Hwy 9)	Not Chuck	Impala
Tuesday, October 27	Dr. Cow, Mr. Pete, Dr. Nemo	6:15 PM	Hotel/Larkins (Hwy 74 to Hwy 9)	Lightning McQueen	Van
Tuesday, October 27	Ms. Dory, Dr. Marlin	6:15 PM	Hotel/Larkins (Hwy 74 to Hwy 9)	Darrell Cartrip	Impala

<u>Day</u>	<u>Person</u>	<u>Departure/Arriving Times</u>	<u>Pickup/Drop Off</u>	<u>Driver/Escort</u>	<u>Vehicle</u>
Wednesday, October 28	Dr. Mouse, Dr. Bruce	8:15 - 8:30 AM	Hotel/Foundation	Sally Carrera	Personal Vehicle
Wednesday, October 28	Mr. Goofey, Dr. Daisy, Dr. Pluto	8:15 - 8:30 AM	Hotel/Foundation	Not Chuck	Impala
Wednesday, October 28	Dr. Cow, Mr. Pete, Dr. Nemo	8:15 - 8:30 AM	Hotel/Foundation	Lightning McQueen	Van
Wednesday, October 28	Ms. Dory, Dr. Marlin	8:15 - 8:30 AM	Hotel/Foundation	Darrell Cartrip	Impala
Wednesday, October 28	SACSCOC representative(s) to Foundation	9:15 - 9:30 AM	Shuttle (hotel to foundation)	Darrell Cartrip	Impala
Wednesday, October 28	Dr. Mouse/Dr. Bruce/President Minnie	12:00 - 12:15 PM	Foundation/Chocolate Room (BSCI)	Darrell Cartrip	Impala
Wednesday, October 28	Dr. Mouse, Dr. Bruce	1:30 - 1:45 PM	Chocolate Room/Blue Room	Sally Carrera	Personal Vehicle
Wednesday, October 28	Mr. Goofey, Dr. Daisy, Dr. Pluto	1:30 - 1:45 PM	Foundation/Blue Room (BSCI)	Not Chuck	Impala
Wednesday, October 28	Dr. Cow, Mr. Pete, Dr. Nemo	1:30 - 1:45 PM	Foundation/Blue Room (BSCI)	Lightning McQueen	Van
Wednesday, October 28	Mr. Pete	1:30 - 2:45 PM	Red Room	Chick Hicks	Walk him to Red Room
Wednesday, October 28	Ms. Dory, Dr. Marlin	1:30 - 1:45 PM	Foundation/Blue Room (BSCI)	Darrell Cartrip	Impala
Wednesday, October 28	SACSCOC representative(s) to Hotel	2:15 PM	BSCI/Hotel	Various people	Various vehicles
Dinner will be catered from Fatz at the Hotel (Delivered by Dee Dee Barnard)					
Thursday, October 29	Dr. Bruce, Dr. Pluto	10:00 - 10:15 AM	Hotel/Red Room (BSCI)	Darrell Cartrip	Impala
Thursday, October 29	Dr. Daisy, Dr. Cow, Mr. Pete	10:00 - 10:15 AM	Hotel/Red Room (BSCI)	Lightning McQueen	Van
Thursday, October 29		10:00 - 10:15 AM	Hotel/Red Room (BSCI)		
Thursday, October 29		10:00 - 10:15 AM	Hotel/Red Room (BSCI)		
Thursday, October 29	Dr. Bruce, Dr. Pluto	11:30 AM	BSCI/Charlotte Douglas Airport	Darrell Cartrip	Impala
Thursday, October 29	Ms. Daisy, Dr. Cow, Mr. Pete	11:30 AM	BSCI/Charlotte Douglas Airport	Lightning McQueen	Van
Thursday, October 29	Mr. Goofey	11:30 AM	BSCI/Hotel	Chick Hicks	Impala