



**Minutes
NCA Criterion 4
Committee Meeting
February 1, 2006**

Members present: Wil Shynkaruk, Phil Bauman, Ok-Hee Lee, Rinita Dalan, Ted Gracyk, Barb Hoppe, Marsha Weber, Nathan Wood, Becky Boyle Jones, Ed Choate and Sue Peterson.
Minutes from January 18th were approved with minor changes.

Upcoming schedules:

The NCA liaison representative will visit on March 8th and our team will meet with him at 10:00 to 10:30. We will formulate questions for this visit on our February 15th meeting.

Steering Committee Report:

Ted and Rinita reported:

- ✓ We should all be aware of:
 - Style guide
 - Table top results are posted on the website
 - Password protected site
- ✓ Master list
 - Not being updated
 - We can still give requests to Deb and Judy
 - They will try to invite key people to a steering committee meeting
- ✓ Guidance for formatting was discussed
 - Write in complete thoughts.
 - More completely formatted info has greater chance of being included in the final report.
- ✓ Question was posed for next Steering Committee meeting
 - How are paper documents going to be cataloged
 - How should they be referred to in our section reports

Other Business:

- ✓ Fall 2006 – reserve the 3 to 5 time slot on the 2nd and 4th Wednesday of the month for meetings

Subcommittee report:

Criterion 4D presented their draft report to the committee. Suggestions and comments were given and incorporated into the draft.

Meeting ended at 5:00

Submitted by Barbara Hoppe