



**Minutes  
NCA Criterion 4  
Committee Meeting  
September 20, 2006**

Members present: Wil Shynkaruk , Phil Baumann, Ellen Brisch, Ok-Hee Lee , Sue Peterson , Rinita Dalan, Ted Gracyk, Barb Hoppe, Nathan Wood, and Becky Boyle Jones.

Minutes from September 6 were approved.  
Rinita and Ted reported on the last steering team meeting.

Rinita and Ted reported on the proposed time schedule for committees.

- Oct 2 – Steering committee will receive S. Williams’ rewrite.
- Oct 4 – Committee will receive rewrite
- Oct 6 – Revisions are due to Susanne
- Oct 9 – Document will be posted as a “draft”
  - Email will be created specifically to submit comments and suggestions
  - They were not certain who would be reading that email
- Oct 30 – Final design posted – no further input at this time
  
- It is probable that our committee will not meet regularly during November and December
- Resume meetings in January

Ted and Rinita reported that we received a request to write a narrative paragraph on the basic evidence to insert immediately after the core component statement (to be written by each sub-committee – emailed to Ted or Rinita by Sept 26) and a final paragraph summarizing the complete chapter.

The committee reviewed each of the changes made by the sub-committees. Ted will make the necessary changes to our chapter.

We discussed final formatting of the original document including issues regarding keeping web links current.

Ted presented a draft of a proposed final paragraph which was edited by the committee and accepted as the final paragraph for the chapter.

Meeting ended at 4:45  
Submitted by Barbara Hoppe