



**Minutes
NCA Steering Committee
May 10, 2006, 3:00 p.m.**

Present: Co-chairs Judy Strong and Deb White, Tim Borchers, Rinita Dalan, Alex Ellsworth, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Liz Rowse, Teri Walseth, Karla Wenger, Susanne Williams

Guest: Allen Sheets

The meeting was called to order at 3: 05 p.m.

Moved by Goodman, seconded by Dalan to approve the minutes of April 26, 2006. The motion was approved unanimously.

Self-Study Report: It was announced that Williams and Sheets met earlier to discuss procedures for submitting final copy of the self-study report. Following discussion the following timeline was agreed upon:

- Drafts will be posted to the NCA Visit website for peer review by June 15 and through June 29, 2006.
- Williams will edit copy June 30-July 24, 2006.
- The Steering Committee will review/proof copy July 24-August 4 and discuss the report at the August 4, 2006 meeting.
- The report will be posted on NCA Visit website for campus review and response August 28-September 8, 2006.
- Projected deadline for copy to Sheets for design is September 15, 2006 – mark spots where minimal additional data (assessment data, NSSE results) can be easily inserted.
 - There should be no rewriting once copy is submitted to Sheets for design.
 - The report’s primary colors will be shades of red and white.
 - The target date for the printed report to be distributed is December 31, 2006.

Steering Committee summer meetings:

June 2:

- Determine order of material in introduction, chapters, and appendices;
- Discuss necessity of an addendum and the Executive Summary;
- Discuss possible additional people to read/review chapter drafts during the summer and the report in early September;
- Discuss how to use the report as an educational tool for the campus community.

July 14:

- Discuss and review possible photos to use in the report;
- Discuss themes for the report (Celebrating our strengths, Students, Students with faculty);
- Discuss possible title for the report;

- Determine number of reports to print. Strong will check on quantity needed by President Barden's office.

Web Links: It was agreed that Williams will decide how to footnote web URLs when she edits the chapter drafts.

Criterion Team Updates:

CT5: Ginny Bair will be a reader.

Data:

Delaware Study -- The Delaware Study surveys are due May 31 to Iris Gill. Strong will check with Gill on date the data will be available. Borchers/Williams agreed to email a reminder on Official regarding the survey.

Campus Survey – The faculty/staff survey is not ready yet.

Fall Team Meetings: Teams will meet on an as needed basis during the fall. It was suggested that teams could be helpful in marketing the report on campus during fall and early spring semester.

Next Meeting: Friday, June 2, 2006, from 9:00 a.m. – 1:00 p.m., in MA 268.

The meeting adjourned at 4:19 p.m.