



**Minutes
NCA Steering Committee
October 4, 2006, 3:00 p.m.**

Present: Co-chairs Deb White and Judy Strong, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth, Susanne Williams, Leigh Wilson-Mattson

Minutes: Moved by Rowse, seconded by Strong to approve the minutes of September 27, 2006. The motion was approved unanimously.

Retreat: White proposed the Steering Committee consider a half-day retreat on Tuesday afternoon, October 17, 2006 or Monday, October 16, 2006, a non-duty day so faculty would need to be paid, to complete discussion on the report and take ownership for its contents. Discussion ensued on the necessity of a retreat and whether the report would be ready for a final review by October 17. It was suggested to wait until the report has been reviewed by key campus reviewers and the last revisions are to be made. It was agreed to meet on Wednesday, November 1, 2006 at 3:00 p.m. to review the report and discuss its contents for the final time.

Strengths/Challenges:

The Strengths/Challenges listed by each Criterion were reviewed and discussed using the guideline that each must reflect an institutional strength/challenge. Williams agreed to format the lists using a consistent structure during the editing process. Lists from Criterion 1-3 were reviewed and suggested revisions were discussed. The Steering Committee agreed to meet at 11:00 a.m. on Friday, October 6, 2006 to review Criterion 4-5.

The respective team co-chairs will send the revised lists to Williams who will add them to the report. The report draft will be sent to Administrative Council and bargaining unit presidents on Monday, October 9, 2006 requesting comments/feedback on the report content by October 25, 2006. The draft will be made available to the entire campus community as indicated in the timeline.

The meeting adjourned at 5:00 p.m.

Next Meetings:

- Friday, October 6, 2006 to complete review and discussion of Strengths/Challenges.
- Wednesday, November 1, 2006 to review and discuss the final draft.