



**Minutes
NCA Criterion 1
Committee Meeting
March 29, 2006, 3:00 p.m.**

Present: Sylvia Barnier, Megan DaPisa, Casey Fawbush, Sheryl Jones, Lisa Nawrot, Carol Sibley, Karla Wenger, Warren Wiese, and Carolyn Zehren

Absent: Jarilyn Gess, Jayne Washburn

1. Motion to approve minutes from March 1 meeting by Fawbush/Sibley, approved.
2. Steering committee update:
 - John Taylor (NCA liaison) visit was discussed.
 - VP Midgarden attended steering committee on March 8th and VP Wiese attended on February 22nd. Data requested from them has been received and will be forwarded to group.
 - A survey will be sent out this spring to faculty, staff and students. We will use the registration questions for the student group. We should have student data later this semester.
 - Criterion One draft will be posted on website for other criterion groups to view.
 - Meetings will continue next fall on Wednesdays; members were asked to reserve the same time.
3. Open forum
 - Six comment forms were completed. Combined responses were distributed.
 - Comments that were made on the chapter draft were passed out to appropriate component groups.
4. Overlap discussion
 - Governance in 1d and 1e, p. 24.
 - Duplication in 1a of the 7 core values.
 - Each section should begin with an overview and end with a summary which includes strengths and challenges (bullet form).
 - 1b and 1e same challenge; 1e will take out.
 - Use consistent wording for mission statements: abridged, full, 7 core values, 12 aims.
 - Get rid of bold and underline and add [subheading] before actual subheading words.
 - Check template for correct form for bulleted lists.
 - May be some overlap with 1e intro and the intro chapter to the whole report.
 - 1e should spell out some of the bullets in full sentences. Use only one level of bullets.
5. Assignment
 - Fix items addressed today, tweak, shade changes
 - Send electronically to Jayne by April 17th.
 - Jayne will recombine and bring copies of new draft to April 19th meeting.

- Report will then be posted on NCA website for comments.

Karla Wenger