



**Minutes  
NCA Criterion 4  
Committee Meeting  
August 31, 3:00 p.m.**

Present: Rinita Dalan and Ted Gracyk (Co-chairs), Phil Baumann, Ellen Brisch, Ed Choate, Shawn Ginther, Barb Hoppe, Ok-Hee Lee, Susan Peterson, Wil Shynkaruk, and Marsha Weber.

Agenda Items:

1. Introductions and Announcement
  - Suzanne Williams will be writing the final copy of our report. We will not need to produce a polished draft.
2. Review of meeting schedule, communications methods:
  - Reviewed our meeting schedule and it was decided the agenda would be emailed to committee members prior to our meeting date.
  - We are still looking for students to serve on the committee – keep this in mind and submit possible suggestions.
  - We will be meeting the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and would decide if a meeting was necessary on any 5<sup>th</sup> Wednesdays.
3. Process for minutes at meetings
  - Barb Hoppe volunteered to serve as secretary.
4. Brief update on steering committee activities (resource room, in-service day)
  - Two teams have been organized: A visual design team and one to do a technical design of the report. We discussed that it would benefit our team to know the structure and format for the report. i.e. numbers of items we should have and how to address the criteria and sub-criteria.
  - A resource room has been created. The current room has about a 4 person capacity and would be available for sub-committee meetings. The room can be checked out for a period of 3 hours and documentation can be checked out for 48 hours. The procedure for scheduling the room is not yet known.
  - Phil Bauman asked who would be responsible for acquiring documentation that we felt was needed. The steering committee will address this.
  - At the one-day retreat of the steering committee the wording of the Mission Statement was questioned and they are seeking permission to reword the Mission Statement.

5. Review of timeline for accreditation

Rinita gave a brief overview of the proposed timeline

- October 14 – Fall In-service Day Goals
  - ✓ Change attitude about the accreditation process to help develop a more positive attitude
  - ✓ Introduce what has happened thus far and what lies ahead
- Fall 2005
  - ✓ Gather resource materials
  - ✓ Initial request for data should be sent by Sept 28<sup>th</sup>.
  - ✓ Create first (simple bulleted draft)
- Spring 2006
  - ✓ Work on draft
- Summer 2006 (Steering Committee)
  - ✓ Revise draft
- Fall 2006
  - ✓ Revision needed by Oct-Nov
  - ✓ Included in timeline publicizing to Faculty, Staff and Community
- Spring 2007
  - ✓ Complete directive and turned over to NCA Committee

6. Discussion of the content of Criterion 4

It has not yet been determined if we need to make an overall statement to Criterion Four to Personalize to our campus.

Minutes submitted by Barbara Hoppe, 09/04/05