



Minutes
NCA Steering Committee
May 2, 2005, 2:00 p.m.

Present: Co-chair Deb White, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Liz Rowse, Teri Walseth, Karla Wenger

Absent: Lisa Nawrot, Judy Strong

The meeting was called to order at 2: 08 pm

The minutes of the previous meetings (March 2 and April 18, 2005) were approved.

Co-chair White announced that all Criterion Teams have either met or have scheduled meetings in the next few weeks. So far nothing has been brought forward from those meetings.

Budget: A *DRAFT* budget prepared by co-chairs Strong and White was distributed. An additional item, student help, was suggested by Borchers. The budget includes EDD payments for the summer retreat and honorariums for additional meetings during the summer for those on nine-month contacts. Concern was expressed whether \$1000 was enough for supplies. There was agreement that more than four Steering Committee members need to attend the 2006 NCA/HLC meeting in Chicago. Members were willing to share rooms to reduce costs. If specific criterion training is available members should try to attend. Walseth is attending a Criterion Five meeting in June. White will report back on the cost center being used for the expenses.

Fall Faculty Professional Day: The Professional Day is scheduled for October 14, 2005. Both the NCA and Liberal Studies Task Force have requested to be on the agenda. It was suggested that our NCA liaison and/or a representative from Illinois State University be invited to attend. ISU has recently revised their Liberal Studies Program and been through NCA reaccreditation. White will discuss options with Strong and Susanne Williams.

Steering Committee Retreat: June 13 2005 was selected for the Summer Retreat which will be held at either the Regional Science Center or the Plains Art Museum. Goodman, Malott and White will make arrangements. It was suggested that President Barden be invited to attend a portion of the Summer Retreat and that a presentation be given to cabinet after the retreat on our plans and timeline.

Summer Meetings: The consensus was to continue to meet during the summer and to meet fewer times for a longer block of time. Cutting back on the number of summer meetings would help reduce the honorarium cost as well. Further discussion on summer meeting dates will be on the Summer Retreat agenda. The Steering Committee was asked to hold the dates discussed

(June 28, July 6, 19, August 2) and a final determination on meetings will be determined at the Summer Retreat.

Fall Meetings: Steering Committee meetings are scheduled for 3:00-5:00 pm on the second and fourth Wednesday of each month starting August 24 during Fall semester. White reported that Administration suggests one Criterion co-chair attend the Steering Committee meetings while the other attends the Criterion Committee meetings so the co-chairs are not overworked. Discussion ensued on the role of the Steering Committee, the importance of the NCA Accreditation, and precedents for release time given to faculty during other accreditations. The Steering Committee will continue discussion at the Summer Retreat. It was suggested that the President's Report would be a good example to get a sense of "voice and image" for use in writing the final report.

Timeline: A DRAFT Timeline to use as a starting point was distributed. The committee was asked to review it and bring suggestions of who could assist with tasks to the retreat. Email White any additions to the timeline by June 6. She will compile and bring a revised timeline to the retreat.

NCA Meetings Summaries: Summaries from those who attended the NCA/HLC meeting are due to White by June 6. She will compile and send out prior to the retreat

Web Update: A design is being created and will be sent out for comment prior to the retreat.

Faculty Vitae Project: The Vitae Project was discussed. It may be a helpful source to gather data for use in the NCA Report.

The meeting adjourned 3:07 pm.