



**Minutes  
NCA Steering Committee  
November 1, 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, Karla Wenger

**Guests:** Les Bakke, Jeanne Alm

**Minutes:** Moved by Malott, seconded by Strong to approve the minutes of October 4, 2006. The motion was approved unanimously.

**Shifting Web Links:** Bakke and Alm, Information Technology, answered questions regarding the web and links. Dalan explained the issues pertinent to their chapter noting that Criterion Four listed numerous web links and many of them are now broken or the information that was on a site is gone. Malott added that it affects Criterion Three as well. Bakke responded with two options: 1) to search the report to find all links, keep the list in an index, and check it weekly to correct broken links; 2) to freeze pages and put them in a mini report web site. Static versus dynamic web sites were discussed. Dialogue ensued on whether three formats (web, CD, paper) are necessary for the report. Further discussion was postponed to the next meeting when Bakke and Alm would provide a list of web links used in the report, the number of times each link is used, and which links are broken.

**Criterion Team Updates:**

- CT5: Working on changes to the chapter based on feedback from the campus community.
- CT1: The chapter has been significantly revised based on feedback from various sources.

White noted that a reminder was sent to Administrative Council and union leaders requesting they read the report and provide comments. It was agreed that each Criterion Team may respond to individual comments if warranted.

White announced that Susanne Williams is working on edits and should have another draft ready for review on Thursday. White reminded the Steering Committee it is vital they read the report prior to the next meeting. The draft will be sent electronically to the Steering Committee and posted to the secure section of the NCA Visit website.

**Publicity Update:** Nawrot reported that 100 T-shirts emblazoned with the NCA Visit logo have arrived and can be picked up in the Resource Room. The remaining shirts will be used for prizes.

**Documents to be Scanned:** White reminded the Steering Committee that each team should have a prepared list of items from their chapter that will need to be scanned. It was reported that most

teams have already scanned necessary documents for the resource room. White agreed to inform Terry Shoptaugh, Library Archives, not to worry.

**Preparing the Campus and Resource Room Subgroups:** White reminded co-chairs to sign-up to work on one of the two subgroups. The subgroup lists will be emailed to members. It was suggested that a definitive plan to prepare the campus needs to be determined. It was noted that there is a sense of awareness for the visit that was not present with the previous visit. The Publicity Committee was acknowledged for the work they have done. Nawrot noted that give-away items are in the Resource Room to use during departmental visits. Further discussion was tabled to the November 29, 2006 meeting.

It was agreed that Criterion Teams will not need to meet on a regular schedule next semester, but their assistance in visiting departments would be needed.

Dialogue turned to the new University slogan and whether/how the Steering Committee should address it in the report. The slogan: "My Education. My Way" and the new marketing plan were discussed.

**Sidebars:** Borchers reported that approximately 20 sidebars have been created for use in the report and some are weak. If teams have additional ideas they should be submitted by next week.

**Next Meeting:** November 8, 2006 3:00 p.m. in OW 207. The report draft will be discussed in detail and a light meal will be provided. Members unable to attend were asked to send comments. White noted that next week the Steering Committee is to be comfortable with the entire report and ready to forward it to Williams.

The meeting adjourned at 4:10 p.m.