



Minutes
NCA Steering Committee
March 22, 2006, 3:00 p.m.

Present: Co-chair Deb White, Tim Borchers, Rinita Dalan, Brittney Goodman, Ted Gracyk, Lisa Nawrot, Liz Rowse, Karla Wenger

Minutes: Moved by Goodman, seconded by Dalan to approve the minutes of March 8, 2006. The motion was approved unanimously.

Meeting with AASCU Team: Borchers announced that the Steering Committee is scheduled to meet with team at 9:00 a.m., Monday, March 27 in CMU 207. The All-University meeting is scheduled for 8:30-9:15, Tuesday, March 28 in the Library Porch.

Public Relations: Nawrot announced that the Student Academic Conference poster, on display, would be available for the open forums. A draft of the next Continews article was distributed and corrections/revisions should be sent to Nawrot. Open forum information is also being put in the Today/Tomorrow Newsletter. A copy of the mission brochure, information for the plastic table top holders, and the fall schedule with the Reaccreditation logo were shown. Copies of the mission brochures will be available for distribution at the open forums. Door prizes, the glow cups, a banner and stand, a lighted marquee, and the poster and stand for use at the open forums will be moved from LI 214 to the CMU Compass storage room. Criterion team chairs will be responsible to moving the need items to CMU 101 for each open forum. All the items must be returned to LI 214 following the last open forum. Sign-up sheets for the organization/department with the best overall attendance at the open forums will also be available.

Open Forums: The format/plans each team is using for open forums was discussed. White announced that the letter from President Barden encouraging attendance at the open forums has been distributed to campus. It was agreed that any handouts distributed at the open forums would be posted to website after each open forum.

Student Organizations: White and Ellsworth are creating a list of contact information for student organizations and would request time to speak at organizational meetings. It was also suggested that we post reaccreditation information on organization bulletin boards. Another suggestion was to participate in Campus Capers during fall orientation.

Delaware Study: Arts and Humanities chairs received a "heads up" from Dean Enz Finken regarding the study. A formal announcement is expected at the next All Chairs meeting. Data will be gathered during the summer and compiled by fall for use in the self-study report.

Campus Survey Subgroup: Work on compiling survey questions is proceeding. Two surveys will be done this spring, one randomly of students in classes and the second online for faculty and staff.

Style Guide: Two suggestions to incorporate in the Style Guide were made in addition to the ones suggested at the last meeting. On page 3 under Core Component A to add: *full sentence claim (may have more than one)* behind the word “evidence” and to add: *a. strengths, b. challenges* under “Evaluation.”

Self-study Report: Discussion opened on the length of the report and whether it would 100 pages or less. It was noted that the first draft would definitely be lengthy, but felt it would be pared down substantially in the final version. It was added that as long as the report contains substance and not “fluff,” length would not be an issue. It was suggested that those attending the HLC meeting at the end of the month gather information on report length. It was suggested that any “claims” be put in italics so they stand out in the document.

Criterion Team 1 would like their draft reviewed by the other teams prior to going to Williams for editing. Criterion teams are to request volunteers to serve as readers for other teams. Chapter drafts will be posted to the private section of the web site.

Discussion ensued on “burnout” that teams are beginning to feel and whether bi-monthly team meetings would be necessary next fall. It is anticipated that monthly meetings would be needed and co-chairs should set the meeting schedule as soon as possible. The Steering Committee will continue to meet bi-monthly (2nd and 4th Wednesday). It was suggested that an off-campus reception/thank you for team members be held in April and White agreed to discuss this with AVP Strong. It was added that the Public Relations Subgroup be included.

Announcement: Rowse announced that a sign-up/interest sheet for T-shirts will be routed to each team.

Next Meeting: Wednesday, April 12, 2006 at 3:00 p.m. in MA 268. Members were asked to review the timeline as it will be discussed and revised if needed.