

Minutes
NCA Self-Study Steering Committee Meeting
October 10, 2006, 3:00-4:30 P.M.

Present: Diane Hegeman; Ruth Hidalgo; Barbara Borow-Stephens; Don Melton; Linda Whitehouse; Buz Newman; Janna Oakes; and Bob Moore.

- The committee received and discussed information from the Resource Room Task Force, Logistics Task Force and Training Task Force.
 - The committee discussed the collection of documents beyond those already contained within the Resource Room or linked within the Self-Study Report. The committee agreed that individuals who are called for interviews will be prepared to answer questions and provide documentation related to their individual areas of responsibility and expertise.
 - The committee discussed the assignment of responsibility for the completion of various tasks to individuals and task forces. Additional clarification and direction will come during a logistics meeting with Dr. Glandon and his support staff on October 18th.
 - The structure of the Resource Room document storage (binders, labeling, etc.) was discussed.
 - Furniture will be delivered to the Resource Room on October 13th.
 - Bob will meet with campus police personnel on October 16th to discuss parking, room security, evaluation team access and identification, and other site visit issues.
 - Various personnel orientation and training sessions are scheduled in late October and November.