

Minutes
NCA Self-Study Steering Committee Meeting
October 17, 2006, 3:00-4:30 P.M.

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

Absent: Janna Oakes and Ruth Hidalgo

- The team members discussed various aspects of the Resource Room layout.
 - After all the computer hardware has been installed, the team will consider final work area spacing and wiring security.
 - Bob will place a work order to request replacement of the small coffee table with the larger one in the 3rd floor science area.
 - Bob will seek to borrow the coat tree in A2000.
 - Other tables may be removed or replaced after consultation with the caterer.
 - The room layout is otherwise generally satisfactory at this point
- Bob briefed the team about his Monday meeting with campus police personnel (Dennis Goodwin, Gary Schock and Walt Maksymovich).
 - Up to seven parking places will be designated for the evaluation team members in Lot E to the west of the Main Building.
 - Designated parking permits (hang tags) will be provided to each of the evaluation team members.
 - Evaluation team members will be given identification/access cards to M3670 and M4898.
 - Steering Committee members and other liaisons will be provided slide-lock access cards for M3670, M4898 and A2000.
 - Police personnel will note the need for heightened security on M3670.
 - Police personnel will be available to unlock doors and provide other security services, as needed.
- The Resource Room Task Force met Friday to continue its database work. New notebooks and periodical holders have arrived. Uniform labels for notebooks and holders are being developed by the graphic artist.
- The Logistics Task Force will meet with Bert Glandon, Courtney Snowberger and Claire Kuhns on Wednesday to discuss details and establish responsibilities for the planning and implementation of various aspects and events surrounding the site visit.
- The Training Task Force provided information about upcoming formal and informal orientation sessions for key personnel, estates and committee members in preparation for the site visit.
- The team discussed various aspects of computer and network access and use-orientation for the evaluation team members.