

Minutes
NCA Self-Study Steering Committee Meeting
April 19, 2006, 3:30-4:45 P.M.

Present: Martin Leuthauser; Barbara Borow-Stephens; Buz Newman; David Heddens; Don Melton; Janna Oakes; Cori Swanson; and Bob Moore.

Absent: Deb Wilke; Ruth Hidalgo; Linda Whitehouse

- Bob, Barbara and Janna briefed the team regarding their presentation to Executive Team on April 17th.
 - Executive Team members each received a copy of draft #5 of the Self-Study Report. Each Executive Team member (and each of the Instructional Deans) will carefully read the report by May 1st and enter their comments directly on their individual copies.
 - Executive Team members will focus primarily on content (financial and human resource issues, data representation, lack of information, duplication of information, etc.).
 - Bob, Barbara and Janna will again meet with Executive Team, at their next meeting with Learning Leadership on May 1, 2006, to discuss the team's overall perceptions and direction regarding the Self-Study Report.
 - Bob will incorporate Executive's teams input into the next draft of the Self-Study Report.

- Committee members discussed issues surrounding the deployment of an employee survey to gather additional data for the Self-Study Report.
 - The timing of the employee survey is important to incorporating any information gained into the Self-Study Report. Many ACC employees, especially faculty members, are off campus during the summer.
 - The current draft of the employee survey needs some fine tuning to make it an appropriate instrument for accurate data gathering. Any modifications, with subsequent Executive Team approval, may delay survey implementation until the close of the current semester or beyond.
 - As soon as the survey instrument is modified and approved it will be deployed online. All employees will be asked (perhaps in the next "Reaccreditation Times" newsletter or by other means before the current semester concludes) to watch for notification of the survey starting dates, even if the survey must be conducted throughout the summer and possibly into the very beginning of the fall semester.
 - Once the survey results are tabulated, the Self-Study Report may be modified accordingly. Any further modifications must be accomplished no later than early September 2006.

- The team discussed a variety of issues surrounding the establishment of the resource room and interview rooms for the site team visit in December.
 - Conference room M3670 is designated the primary resource room for the site team visit. (Bob has reserved that room, through Carol Chelland, from October 1 through December 8, 2006.) The team will work on the layout and equipping of M3670 in the fall.
 - Conference room M4898 remains as an interim resource room. The electronic lock has been placed on the door. Doug Amis is arranging for a computer and work station in that room. Resources and materials will be moved into that room.
 - Steering Committee members have been asked to contact campus police to have their identification cards programmed for electronic lock access. Bob has provided Campus Police Chief Dennis Goodwin with the names of all steering committee members and has requested his assistance in accomplishing this task.
 - As many as seven additional conference-style rooms (small and large) will be needed for site-team interviews and other tasks. (Bob has requested Carol Chelland to provide him with a list of all Main Building and Annex conference rooms. Bob will assess that list of rooms in May and make appropriate room reservations.)
 - The team discussed the issue of security for the primary resource room during the site-team visit. This matter awaits further discussion in the fall.
 - The team agreed it would likely be appropriate for the site team to also have a designated conference room at their hotel. The team then discussed hotel possibilities (quality, distance from and relationship to the campus, etc.). This matter awaits further discussion once correct direct contact with the site-team leader is granted and established.
 - The team discussed site-team member identification cards and designated parking spaces during their visit. (Bob will pursue these matters with Police Chief Goodwin in the summer and fall.)

- Janna advised the team that Mike Berry (a former CCA and ACC employee) has been brought on board 10-15 hours per week to assist with data gathering and enhancement, especially in relation to the self-study project and report. Janna asked that all requests to utilize Mike's expertise come through her.

- The next steering committee meeting will be held May 3rd.