

Minutes  
NCA Self-Study Steering Committee Meeting  
April 5, 2006, 3:30-4:45 P.M.

Present: Martin Leuthauser, Barbara Borow-Stephens; David Heddens;  
Don Melton; Janna Oakes; Ruth Hidalgo; Cori Swanson;  
Linda Whitehouse; and Bob Moore.

Absent: Buz Newman and Deb Wilke

- Bob made note of the latest Student Affairs e-newsletter containing a paragraph of information for students about the self-study.
  - The paragraph also contains the e-mail address available for students to provide their comments about the College and its strengths and needs.
- The team discussed plans to transition document caretaking responsibilities; the layout of the site visit resource room, interview rooms, a possible hotel meeting room, and a site team lounge room; and flash drives and other potential site-team technical needs.
  - Individual team members will scout possible locations for these various rooms and report back to the entire team by April 19<sup>th</sup>.
  - Additional discussions about potential technical needs will be held upon Buz Newman's return.
- Bob distributed copies of the most recent Executive Team Action List. (Bob has subsequently asked Lydia Elsom to provide another updated list by April 17<sup>th</sup>.)
- In a general discussion of the recently completed NCA/HLC Chicago Conference, the team focused on possibly needing to reintroduce some material removed in the aftermath of the most recent draft review, and the team's approach to preparing the next Self-Study Report draft due to Executive Team on April 17, 2006. Each team member will read the latest assembled draft on the shared drive and will be prepared to discuss any and all related issues at the next Steering Committee meeting, April 12<sup>th</sup>, 3:30-6:00 P.M. If all editing and rewriting issues are not resolved on April 12<sup>th</sup>, the team will meet again at a yet-to-be determined time on Friday, April 14<sup>th</sup>. If necessary, Bob and Janna will work together on Saturday to incorporate the team's input and produce a draft for Executive Team.