

Minutes  
NCA Self-Study Steering Committee Meeting  
July 12, 2006, 3:30-4:30 P.M.

Present: Barbara Borow-Stephens; Don Melton; and Bob Moore.

Absent: Ruth Hidalgo; Linda Whitehouse; Martin Leuthauser; Buz Newman;  
David Heddens; and Janna Oakes

Guest: Donna Chrislip

- Bob provided an update on the progress of the recently administered employee survey. (Donna subsequently obtained additional information—the survey administrator will provide survey results to Executive Team by the last week of July or the first week of August.)
- Bob and Barbara provided an update on the progress of the Self-Study Report.
  - The latest round of chapter-by-chapter editing is about 80% complete.
  - The “documents and appendices” sub-committee has established a process and format for imbedding references and electronic links into the report. Martin is following up on information regarding possible existing pdf files, which may preclude the need for some document scanning.
  - The editorial meeting with Judy Ganshaw and Bert Glandon was productive. Judy provided considerable thoughtful, specific and useful input toward improving the Self-Study Report.
  - The self-study timeline and the steering committee membership list have been updated on ACC’s accreditation Web site.
- The next steering committee meeting is tentatively scheduled for Thursday, August 24, 2006, 1:00-4:30 P.M. in CSB2010 (during All-College Week).