

Minutes
NCA Self-Study Steering Committee Meeting
September 19, 2006, 3:00-5:00 P.M.

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

Absent: Ruth Hidalgo

- Bob provided the committee members with miscellaneous self-study updates:
 - The missing mission statements have been inserted into the Fall College Catalog and Schedule of Classes (Internet and paper copies). This oversight and correction was addressed in the Self-Study Report.
 - Bob has met or will meet with various administrators to obtain materials required for the resource room.
 - Dr. Glandon will maintain his direct contacts with the HLC/NCA liaison; and Bob will continue to work through Dr. Glandon to obtain and provide information.
 - Two of seven designated members have resigned from the site-visit evaluation team. Dr. Glandon is working with the team chair to determine who the replacements will be.

- The team discussed the status of the Self-Study Report:
 - The second proof will be provided by the graphic artist on September 21, 2006, early afternoon. Bob will forward this proof to the team members. Bob will work with Juan to provide paper copies for Dr. Glandon, Executive Team and other select individuals. Bob and Barbara will meet on September 22, 8:00 a.m., to review this final draft.
 - The steering committee will meet with the graphic artist on September 27, 2006, 3:00 p.m., to finalize the product for delivery to the printer.
 - Barring any last-minute issues, the printer will deliver 60 bound copies to Bob by October 3, 2006.
 - Bob will immediately package the final product and other required documents for delivery to the HLC/NCA and the seven members of the evaluation team.

- The team discussed possible ramifications which could arise from a five or six-day delay beyond the planned mailing date of September 29, 2006. Nevertheless, a shipping date of October 4, 2006, should still comply with the recommended “six to eight weeks” prior to the December 4, 2006, evaluation team arrival on ACC’s campus.

- Using Sections “5.4” and “9.4” from The Handbook of Accreditation, and other documents, the team discussed a variety of issues related to setting up the resource room and preparing for the site visit.

- Throughout October, Buz will set up the required computer, printer, telephone, copier and fax hardware, software and wireless connections for the resource room and designated conference rooms.
 - Bob will establish dates and times to discuss accreditation and site-visit issues before the members of Administrative Assembly, Faculty Senate, Classified Assembly and Student Leadership Council.
 - The Steering Committee formed a “Training Group” (Diane, Janna and Bob) to plan and carry out training for key individuals and small groups in preparation for the evaluation team site visit.
 - The Steering Committee formed a “Resource Room Group” (Barbara, Linda, Don, Buz and Bob) to oversee completion of the resource room.
 - The Steering Committee formed a “Logistics Group” (Ruth, Janna, Diane and Bob) to plan and carry out all other logistics related to the site visit.
- The steering committee will continue to meet on Tuesdays, at 3:00 p.m., in M3670