

Minutes
NCA Self-Study Steering Committee Meeting
February 1, 2006, 3:30-4:45 P.M.

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

Absent: Deb Wilke; Ruth Hidalgo; Cori Swanson; Linda Whitehouse

- Bob read the “NCA Update” from the 1-30-06 Bert’s Alerts to the team.
- Bob briefed the team regarding his recent meeting with Murry Unell. Murry and (probably) Cindy Murphy will attend the next Steering Committee meeting (2-8-06) to discuss a proposed revised NCA marketing plan.
- Bob and Janna briefed the team about their recent meeting with Donna Chrislip (see agenda).
- The team further discussed the review of the third draft of the self-study report (see agenda). Because David and Buz are each working on a criterion alone, Barbara will commence to partner with Buz, and Bob will commence to partner with David to assist with revisions and future drafts.
- Bob briefed the team regarding his conversation with Lydia Elsom about policies and procedures. Lydia is working on updating ACC’s procedures. She will speak with Dr. Glandon about adding “BP” references into the newly added ACC AP Glossary and adding BP/AP cross-referencing.
 - The team also agreed that the issue of “intellectual property” was adequately covered by BP 3-90.
- The team discussed possible elements of the leadership team’s meeting with Dr. Glandon next Monday.
- Buz explained how a read-only electronic copy of the self-study report could be stored and accessed.