

Minutes  
NCA Self-Study Steering Committee Meeting  
January 12, 2006, 1:30-4:30 P.M.

Present: Ruth Hidalgo; Barbara Borow-Stephens; Cori Swanson; Buz Newman; Deb Wilke; Linda Whitehouse; David Heddens; Don Melton; Martin Leuthauser; Janna Oakes

Absent: Bob Moore

- The team discussed draft #3 of the self-study report:
  - The team prefers to complete a fourth draft before providing Donna Chrislip a copy for her “one-voice” review and editing.
  - The team plans to discuss the report again as a cohesive document (at a “free-for-all” meeting), using a scoring rubric.
  - The team wishes to pursue placing the complete next draft on a shared drive in read-only format.
  - The deadline for submitting draft-three components was extended until January 20, 2006.
- For the Spring 2006 semester, the team changed the Steering Committee meeting dates to Wednesdays, at 3:30 P.M., beginning January 25, 2006.
- The team provided suggested topics for Bob’s NCA update to the ACC Campus Leadership Team.
  - Updated accreditation timeline
  - The nature of Donna Chrislip’s role as “one voice” editor of the self-study report.
  - The need for a fourth draft, with further discussion, before giving any draft to Donna.
  - Mention of the Executive Team’s positive response and plan to the
  - 13-point “Action Items for Executive Team.”
- There was further discussion of the organization of the Self-Study report:
  - If items are not addressed directly by Executive Team, they will be addressed as trends in the report summary.
  - The report summary should also address any changes made as a result of discoveries during the self-study process.
  - The introduction should contain just the facts; issues begin to unfold in the criterion; and the summary directly identifies trends and impacts.
- The team discussed the uncertainty surrounding Dr. Glandon’s use of the term “self sufficiency.” The leadership team will clarify this point at its next meeting with Dr. Glandon.

- The criterion five team requested additional information from the other teams regarding employee opinions and concerns about working at ACC.
- The team discussed the recent “Why NCA?” presentation.
- The team discussed the possibility of conducting a “constituent opinion survey” similar to the “Student Opinion Survey.”