

Minutes
NCA Self-Study Steering Committee Meeting
January 25, 2006, 3:30-5:05 P.M.

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

Absent: Deb Wilke; Martin Leuthauser

- Bob informed the team there would be no meeting on March 15, 2006, during Spring break.
- David Shellberg will contact Linn Purdy to conduct a mock site visit in the Spring.
- The team discussed an apparent lack of policy regarding “intellectual property.” The leadership team will discuss this with Dr. Glandon when they next meet with him.
- The team discussed the review of the third draft:
 - Each reviewer should place his or her name on every page where editorial marks or remarks are entered.
 - Each reviewer should use the information contained in the 2005 Student Opinion Survey and the list of Action Items for Executive Team to aid in assessing their own writings and the writings of others for accuracy and thoroughness.
 - This review is crucial; the next draft will be distributed to Donna Chrislip and members of the college staff.
 - David Shellberg has been given a copy of this third draft for review.
 - Each reviewer should use the document list provided by Cori to aid in assessing document needs and duplication. Cori mentioned that “duplicate” document information sheets (i.e., representing different chapters or criterion) are okay, as they will enable her to cross reference important documents without having to store more than one example of any given document.
- The team discussed the marketing plan.
 - The team decided not to pursue use of the proposed “desk pyramid” idea. Instead, Bob will ask Murry Unell to develop a more useful alternative for distribution at the beginning of the Fall 2006 semester.
 - The team agreed that the ACC NCA website should be enhanced. Janna will discuss this with Della Shorman and ask her to collaborate with Murry.

- The team agreed that a newsletter, issued every other month beginning in March, would be a useful and appropriate information source for the campus community: outstanding NCA issues; misconceptions about NCA; the role of the site visit team; etc. Bob will discuss this with Murry.
- The team agreed that three columns (messages from Dr. Glandon about NCA) placed in local community newspapers (perhaps in March, June and September) would be useful and informative to the public and the self-study process. Such a column might also provide the mechanism to encourage community input, perceptions about the college. Bob will discuss this with Murry.
- The team discussed the status of “wireless access” at ACC. Buz provided up-to-date and accurate information to the team about this issue; and because this issue seems to be widely misunderstood by the campus community, Buz, with peer input, will formulate an appropriate means to communicate accurate information to the campus community.