

MINUTES

NCA Steering Committee Meeting #1

September 10, 2001

The meeting was called to order at 2:25 p.m.

Members Present: Dr. Margaret Avard, Dr. Bryon Clark, Dr. Brett Elliott, Mr. Dick Hackett, Dr. Jeff Hale, Dr. Ann Haycock, Dr. John Allen Hendricks, Dr. Theresa Hrcir, Dr. Jamie Knapp, Dr. Randy Prus, Mr. Ross Walkup, Dr. Doug McMillan, and Dr. Chip Weiner, Chair.

Members Absent: Dr. Bill Fridley and Dr. Claire Stubblefield.

Welcomed Additions: President Glen Johnson and Dr. Jesse Snowden.

1. **Welcome and Introductions:** Dr. Weiner welcomed the Committee and had everyone introduce themselves. Steering Committee members are:
 1. Dr. Chip Weiner, Chair
 2. Dr. Doug McMillan
 3. Dr. Margaret Avard
 4. Dr. Bryon Clark
 5. Dr. Brett Elliot
 6. Dr. William Fridley
 7. Mr. Richard Hackett
 8. Dr. Jeff Hale
 9. Dr. Ann Haycock
 10. Dr. John Allen Hendricks
 11. Dr. Theresa Hrcir
 12. Dr. James Knapp
 13. Dr. Randy Prus
 14. Dr. Claire Stubblefield
 15. Mr. Ross Walkup
2. **Opening Remarks:** President Johnson made some comments about the NCA accreditation visit.
3. **Charge of the Committee:** Dr. Weiner explained the charge to the Committee. He had them read the opening paragraph of Chapter 5 in the NCA accreditation chapter that was provided.

4. **Time Line:** Dr. Weiner went over the time line. He stressed that this was a flexible document and as items were addressed in the future, if additional time was needed, it could and would be provided.
5. **Assignments:** The Committee members were to read the self-studies from the 1993 and 1998 accreditation visits, and the handouts that were provided covering the evaluation process, GIRs and the criteria.

Chapter assignments were discussed. The table of contents was reviewed with Dr. Weiner asking them to look over the chapter contents and, if necessary, make recommendations for additions, deletions, etc. He also asked the Committee members to submit names for their subcommittees. At the next meeting subcommittee assignments will be made.

6. **Self-Study Plan:** The University must submit a Self-Study Plan to NCA. Dr. Weiner asked for the Committee's approval to begin working on the Self-Study Plan. When the plan is completed Dr. Weiner will submit it to the Committee for approval.
7. **Old Business:** As this was the first meeting there was no old business.
8. **New Business:** There was no additional new business.
9. **Next Meeting:** September 24, 2001, @ 2:00 p.m.
10. The meeting adjourned at 3:40 p.m.