

MINUTES #11

North Central Accreditation Committee December 6, 2002

The meeting was called to order at 3:45 p.m.

Members Present: Dr. Theresa Hrcir, Dr. Randy Prus, Mr. Richard Hackett, Dr. Brett Elliott, Dr. Bill Fridley, Dr. Ann Haycock, Dr. Jamie Knapp, Dr. Margaret Avard, Dr. Claire Stubblefield, Dr. John Allen Hendricks, and Dr. Charles Weiner, Chair.

Members Absent: Dr. Doug McMillan, Dr. Jeff Hale, Mr. Ross Walkup, and Dr. Bryon Clark.

- I. **Approval of Minutes:** Mr. Hackett made a motion to accept the minutes for Steering Committee Meeting #10; Dr. Fridley 2nd. The motion passed. Minutes will be distributed to the faculty and staff.
- II. **NCA Survey:** Dr. Weiner informed the committee that the survey would go out next week. There was much discussion regarding the best way to present the survey. It was concluded that the surveys would go out in paper form to all faculty, administrators and staff. The completed surveys are to be hand-carried to Joni Ainette, so that she can mark each person's name off the master list. Dr. Knapp and his team of students will input the answers via data entry.
- III. **Questions:** Questions were asked regarding the Mission Survey. There were 198 responses out of an approximate 500 sent out. These surveys have been run through the Scantron machine and the results are being tabulated.
- IV. **Chapter 4 Review:** Dr. Knapp is waiting for the completion of the undergraduate catalog in order to reference the pages.
- V. **Chapter 2 Review:** The committee reviewed Chapter 2 and made recommendations for changes. Dr. Hrcir will make the necessary changes and send the final document to Dr. Weiner.
- VI. **Old Business:** There was no old business.
- VII. **New Business:** There was no new business.
- V. **Next Meeting:** No date will be set until class resume.
- VI. **Adjourn:** The meeting was adjourned at 4:35 pm.