

MINUTES

NCA Steering Committee Meeting #2

September 24, 2001

The meeting was called to order at 2:05 p.m.

Members Present: Dr. Margaret Avard, Dr. Byron Clark, Dr. Brett Elliot, Dr. Bill Fridley, Mr. Dick Hackett, Dr. Jeff Hale, Dr. Ann Haycock, Dr. John Allen Hendricks, Dr. Theresa Hrcir, Dr. Jamie Knapp, Dr. Randy Prus, Dr. Claire Stubblefield, and Dr. Chip Weiner, Chair.

Members Absent: Dr. Doug McMillan and Mr. Ross Walkup

1. **Approval of Minutes:** Mr. Hackett made a motion to accept the minutes, Dr. Clark 2nd, the motion passed. Minutes will be distributed to the faculty and staff.
2. **Time Line:** The time line that was provided is a working document. Dr. Weiner reminded the group that there is flexibility and the time line will be adjusted accordingly, if necessary, as the Committee moves into the self-study process.
3. **GIRs/Self-Study:** There have been questions if the GIRs (General Institutional Requirements) were to be included in the chapters. Dr. Weiner informed the group that there was a chapter in the self-study dedicated to the GIRs, and that the GIRs would be addressed in that chapter.
4. **Collection of Data:** Discussion ensued about how data were going to be collected and collated for the self-study. Surveys, focus groups, interview, etc., were all discussed as a mean of data collection.

A resource room will need to be procured and set up by the time of the visit. Dr. Clark informed the group that the Faculty Senate had been given room 103 in the Science Building. The Committee will look in to this as a possible location for the resource room.

5. **Subcommittee Members:** Names for possible subcommittee members were submitted.
6. **Concerns - 1993/98 Team Reports:** Concerns over the Team Reports were presented. It was pointed out the Dr. Prus had the chapter that dealt with the concerns. However, Dr. Weiner asked the Committee to look for patterns that might emerge again this time that were concerns of previous team reports. He noted that this campus received a focused visit after the 1993 comprehensive visit over shared governance because it had been a concern of team reports going back to 1974. It is important that if there is/are continuous patterns, that they need to be addressed and corrected.

7. **Old Business:** Self-Study Plan was discussed.
8. **New Business:** There was no additional new business.
9. **Next Meeting:** No meeting time was set.
10. The meeting adjourned at 3:40 p.m.