

MINUTES

NCA Steering Committee Meeting #3

November 27, 2001

The meeting was called to order at 2:10 p.m.

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

Members Absent: Dr. Byron Clark, Dr. Jeff Hale, and Mr. Ross Walkup

1. **Approval of Minutes:** Dr. Stubblefield made a motion to accept the minutes, Dr. Hrcir 2nd, the motion passed. Minutes will be distributed to the faculty and staff.
2. **Chapter Plan/Outline:** Dr. Weiner passed out the Chapter Plan Outline. The Steering Committee went over this document. The deadline for submission of the Chapter Plan is February 15, 2002.
3. **Request(s) for Information:** President Johnson will be informing the University that NCA Steering Committee and Subcommittee members would be asking for information. And that their cooperation in providing such material would be appreciated.
4. **Old Business:** None
5. **New Business:** Steering Committee members were appraised of the upcoming NCA Annual Conference. Southeastern has taken a large contingent in the past and will try and do so this year. Dr. Weiner informed the Committee that he would be informing individual committee members if they would be invited to go this year.
6. **Next Meeting:** No meeting time was set.
7. The meeting adjourned at 2:50 p.m.