

MINUTES

NCA Steering Committee Meeting #4

February 25, 2002

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

Members Present: Dr. Margaret Avard, Dr. Brett Elliott, Dr. Bill Fridley, Mr. Dick Hackett, Dr. Ann Haycock, Dr. John Allen Hendricks, Dr. Theresa Hrcir, Dr. Claire Stubblefield, and Dr. Chip Weiner, Chair.

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

1. **Approval of Minutes:** Dr. Elliott made a motion to accept the minutes for Steering Committee meeting #3, Dr. Hendricks 2nd, the motion passed. Minutes will be distributed to the faculty and staff.
2. **Chapter Plan/Outline:** Dr. Weiner thanked the Steering Committee for their Chapter Plans. He will look them over and have feedback by next week.
3. **Self-Study Plan:** Dr. Weiner's goal is to have the Self-Study Plan completed and ready for distribution to the Steering Committee before Spring Break (March 15th). After the Steering Committee has an opportunity for comments, etc., the plan will be given to Dr. McMillan for final approval before it is sent off to the North Central Association.
4. **Request(s) for Information:** President Johnson sent a memo dated February 4, 2002, informing the faculty and staff that information could be requested of them, and to cooperate with the requests. Any problems with the collection of data and/or materials are to be passed on to Dr. Weiner.
5. **Resource Room:** Drs. Weiner and McMillan are currently working on finding space in the Administration Building for a resource room. Until then, Steering Committee members are to catalog the information and file it until space is provided.
6. **Timeline:** Dr. Weiner passed out a revised timeline.
7. **North Central Annual Conference:** This year conference is March 23-26, 2002.
8. **Criteria Information:** Dr. Weiner reminded the Steering Committee to look over the Accreditation's Handbook information regarding the 5 criteria.
9. **Old Business:** None
10. **New Business:** None
11. **Next Meeting:** No meeting time was set.
12. The meeting adjourned at 3:10 p.m.