

MINUTES

NCA Steering Committee Meeting #5

April 19, 2002

The meeting was called to order at 1:30 p.m.

Members Present: Dr. Bryon Clark, Dr. Brett Elliott, 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, and Dr. Chip Weiner, Chair.

Members Absent: Dr. Margaret Avard,, Dr. Jeff Hale, Dr. Doug McMillan, and Mr. Ross Walkup

1. **Approval of Minutes:** Dr. Elliott made a motion to accept the minutes for Steering Committee meeting #4, Dr. Hendricks 2nd, the motion passed. Minutes will be distributed to the faculty and staff.
2. **Self-Study Plan:** Dr. Weiner shared with the Steering Committee that Dr. McMillan was reviewing the Plan. Once this is completed it will go to the appropriate administrators for their input and approval. May 1, 2002, is the goal to have the Self-Study Plan completed and mailed to North Central.
3. **Request(s) for Information:** Steering Committee members were reminded that when their subcommittees requested information, they were to do so in a user friendly manner.
4. **Resource Room:** Dr. Weiner once again requested that Steering Committee members hold on to all data and information collected until a resource room is secured. Dr. Clark recommended that as much information as possible be placed in an electronic resource room. The advantages of this will be discussed at further meeting. Dr. Weiner, along with Dr. Haycock, will assess the feasibility of an electronic resource room.
5. **North Central Annual Conference:** Next year's conference is April 13-16, 2003. Dr. Weiner requested that all the Steering Committee members who did not attend this year, or who have not attended a North Central conference to put it on their calendar for next year.
6. **Old Business:**

Further discussion ensued over the distribution and collection of the survey. Dr. Elliott recommended that the survey be done electronically, and that respondents be notified electronically that their responses would be confidential, but that it would be noted whether they had completed the survey or not. Plans are still to distribute the survey in September 2002.
7. **New Business:** None
8. **Next Meeting:** No meeting time was set.
9. The meeting adjourned at 2:10 p.m.