

MINUTES

NCA Steering Committee Meeting #6

August 23, 2002

The meeting was called to order at 1:45 p.m.

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

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

1. **Approval of Minutes:** Mr. Hackett made a motion to accept the minutes for Steering Committee meeting #5, Dr. Avard 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 the plan had been accepted. Dr. Cecilia Lopez, NCA liaison for Southeastern, reviewed the plan and provided feedback.
3. **Resource Room:** A211 has been provided as the NCA Resource Room.
4. **North Central Secretary:** Ms. Joni AINETTE has been hired to assist the University, Dr. Weiner and the Steering Committee as we prepare for the site visit. She will begin her new duties Tuesday, September 3, 2002.
5. **Chapter Drafts:** The first drafts of the chapters were handed in to Dr. Weiner. The next step is to upgrade the survey that will be distributed to faculty and staff.
6. **Survey Questions:** The Steering Committee members were charged with reviewing the questions in the original survey and making and changes, modifications, etc., to their chapter that they felt were relevant and pertinent. These changes are to be given to Dr. Weiner no later than September 15th.
7. **Survey Distribution:** How the survey was going to be distributed was discussed. It had been recommended at the previous Steering Committee meeting that it be distributed electronically. Even though this could be done, because of the length of the survey it was finalized that the survey would be distributed as a hard copy. The mechanism to return the survey was also finalized. Faculty and staff will be required to return the survey to Joni AINETTE.
8. **Time Line:** The time line was revisited. Dr. Weiner reminded the Steering Committee of where we are, and where we need to be going.
9. **Old Business:** Dr. Weiner reminded the Steering Committee of the next North Central Association's Annual Conference. Reminded those that had not attend to put the dates on their calendar to attend the meeting.
10. **New Business:** There was no new business.
11. **Next Meeting:** No meeting was set up at this time.
12. **Adjourn:** The meeting adjourned at 2:25 p.m.