

## NCA Steering Committee Meeting

Minutes for July 16

Attending: Brian Huschle,

### I. Report from Criterion Teams:

#### 1. Kent Hanson

- Looked at April Inservice items, and created further ideas.
- Questions on some of the material brought forward in April.
- Need to look at sample NCA self-studies.
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#### 2. Norma Konschak

- Made grid to fill out in order to find what we are doing and locate data.
- This was passed to team members to complete.
- In process of getting input from team members.
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#### 3. Kerry Jaeger (in place of Henry Roehrich)

- Research how to approach criteria.
- Came up with a lot of questions.
- Definition of effective teaching needed? By example is an approach we can use.
- Overlap issues/concerns.
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#### 4. Brian Huschle

- Looked at April material, 2005 report and Xavier. Met and added.
- Put together an outline off of that, and started to try to organize the material along the sub criteria.
- Also, identifying sources. Have started to put some data together.
- If one set of data meets more than one criterion: Use footnotes or comments to cite it.
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#### 5. Mary Fontes and Dean Dahlen

- Met June 10: Brainstorming session.
- Worked with mission statement, and broke these groups down, and looked at/developed ideas of evidence of how we meet these groups needs.
- Missing Center for Outreach and Innovation representation on this group.

### II. Information Resource Team Report (Sherry)

- a. Contacts for Criterion Chairs:
- b. Central place for everyone to access this data.
- c. Re-forwarding info from April faculty in-service.
- d. Data bases: If not sure how to proceed contact Sherry, and she will get you in touch with the person from this committee who is familiar with it.

### III. August In-service

#### A. Half Day:

- a. 33 Minutes of information:
  - i. 5 Minute Overview by Brian and Sherry.
  - ii. 5 Minute report from each of the five criteria teams (chairs reporting like we did in the July meeting).
  - iii. 3 minutes on Information Team (Sherry).
- b. Remainder of day:
  - i. Activity TBA

### IV. Other Business

- Brian: Email URLs for sample reports to steering committee.
  - o <http://www.iusb.edu/~hlc> (Select “2007 Self Study” from left column.)
  - o <http://www.wright.edu/nca> (Interesting for its electronic layout.)
  - o <Http://Jalc.edu/accreditation> (open admission comprehensive CC) (Select ‘self study report’ from menu on right column)
  - o
- COI: Meeting with them and getting them represented on each of the criteria committees.
- September 19: Staff in service

### V. Next Meeting Scheduled for:

- A. September: Brian will organize. All send schedule for classes to Brian.