

NCA Steering Committee Meeting

Agenda and Minutes for October 29, 2009

Attending: Brian Huschle, Sherry Lindquist, Mary Fontes, Steve Crittenden, Andy Mueller, Dorinda Sorvig, Kent Hanson, Kathy Huschle, Norma Konshak, Hank Roehrich, Jack Haymond.

1. TRF room 217. Called to Order: 2:08.
2. Agenda approved.
3. Plans for preparing college for on site visit.
 - a. Video is being worked on.
 - b. Weekly emails discussed.
 - c. Hotel Reservations: Brian will work on this for TRF Best Western.
 - d. Public Comment: This is being managed by Sherry.
 - i. Will distribute at Campus advisory meetings this term.
 - e. Question: What is the steering committee members' expectation for the onsite visit? Do we have a specific meeting? Other?
4. Updates: Anne is having a chance to look at the draft. We will look for comments from her soon.
5. Items we need to keep track of through Spring term for our short addendum to the self-study.
 - a. Info updated on "Team Update Briefing Notes." Responsibility for tracking identified.
6. Discussion of draft 5.5.
 - Detail changes made in electronic version.
7. Time Table for remainder of term:
 - November: Sub-group on writing meets as needed to pull together final draft, and respond to any last minute items raised by Donna.
 - Steering Committee meets December 3, 2-4 p.m. EGF Room 115.
 - o Final Draft is shared/discussed (e.g., items from Donna and response summarized, any other key items in last revisions summarized).
 - o Planning for on site visit.
 - o Meeting schedule for Steering Committee (or subgroups thereof) in Spring term discussed/set.
 - December: Draft is finalized and prepared for submission by December 10.
 - Ready to be submitted to NCA prior to Christmas Break.

Adjourned: 3:50 p.m.