

## NCA Steering Committee Meeting

### Agenda and Minutes for December 3, 2009

Attending: Brian Huschle, Sherry Lindquist, Anne Temte, Kent Hanson, Jack Haymond, Mary Fontes, Dean Dahlen, Hank Roehrich, Beth McMahon, Al Shervold, (TRF) Steve Crittenden, Kathy Huschle, Dorinda Sorvig, Andy Mueller, Stacey Hron, Norma Konshack, .

1. EGF Room 115. Polycom to TRF Room 735. Called to Order: 2:06.
2. Agenda approved.
3. Plans for preparing for January in-service (Kathy/Beth).
  - a. Video as intro.
  - b. Discussion
4. Preparing for on site visit (Kathy/Beth).
  - a. Put report on web, with link from home page, in pdf format, once we have final draft. Link from scrolling Banner on home page. Contact note here. Count down widget on home page as well.
  - b.
5. Preparing for on site visit (update from Brian).
  - a. Time table for public comment (marketing) drafted.
  - b. On site team membership is set.
  - c. Rooms reserved.
6. Comments on Draft (Anne).
  - a. Rough spots in college, and these do come out as a reflection of where we are.
  - b. Our focus on the budget does come across.
  - c. Anne feels she needs to add more in the area of planning (across institution), top through committee level.
  - d. Headings/tracking place within document.
7. Comments on Draft (Kent).
  - a. Verifications have been given to Sherry.
  - b. Library section discussed.
  - c. Waivers.
8. Comments on Draft (other committee members).
  - a. Norma has shared comments with Sherry. Discussion here of tracking of ethnicity, for example.
  - b. Tables/charts. Is there too much redundancy. Discussion of removing faculty ethnicity graph.

9. Discussion of Donna's comments.

- a. Ron Dreyer, MnSCU: Contact him regarding executive summary. (Sherry) (He is on site during the visit.
- b. Letter to accompany report (Anne and Kent).
- c. Material in hotel room. (Brian)

10. Discussion of Time Table for submitting report: Early/mid-January.

11. Setting of Steering committee meetings for Spring term.

- January 13: 1:00 polycom. Purpose: Address any last changes/finalize draft.
  - Rooms EGF 115 and TRF 545.
- Deadline for comment on draft: January 1. Draft available in D2L Jan 6.
- February meeting prior to in-service to prepare for February in-service.
- End of March meeting: Finalizing details for onsite visit.

Adjourned: 3:35 p.m.