

Minutes of the Meeting of April 18 2003  
NCA Criterion 3 Subcommittee

Members Present: Co-Chairs Curt Peterson and Deborah Scheffel, Tom Gavin, Jose Suarez, Emily Golson, and Greg Heald.

The meeting convened at 9 AM

1. Subcommittee writing assignments were issued
2. The format of the narrative was discussed with a recommendation that we follow the conventions seen in the Northern Iowa document
3. Discussion about the writing process, it was recommended that each of the bullets in our "list of examples" might be more than one paragraph in the narrative
4. Times and locations for the next meetings were discussed, tentatively all are in McKee:
  - a. April 29<sup>th</sup> 10-12
  - b. May 6<sup>th</sup> 10-12
  - c. May 20<sup>th</sup> (final meeting of the semester)
5. Deb made suggestions as to how we could include more HHS and PVA material in our narratives
6. The committee added several bullets to the "list of examples" document.

The meeting concluded at 10.45 AM  
Recorder – Greg Heald