

UNIVERSITY of
NORTHERN COLORADO



Financial Services

M E M O R A N D U M

TO: NCA Criterion Four Committee

FROM: Michelle Quinn

DATE: January 29, 2003

RE: January 28th Meeting Minutes

- Members present: Michelle Quinn, Becky Barnes, Sharon, Clinebell, Jennifer Griffin, Sue Kent, Jennifer Rasmuson, Stephanie Torrez, Gardner Tucker
- Members absent: Bob Hetzel, Helen Reed
- Sub-committees shared information from their data collection interviews. Data is to be entered into the EC Matrix and e-mailed to Jennifer by Friday, February 7th.
- Collected information will be combined into one matrix and redistributed on Monday, February 10th to the committee for review.
- The collective matrix will be discussed at the Tuesday, February 11th meeting. Sub-groups A and B should be prepared to discuss any areas that may need additional data.
- Sub-groups C and D should be prepared to discuss their area on Tuesday, February 25th.
- The reporting format will also be discussed at the February, 11th meeting.