



Financial Services

MEMORANDUM

TO: NCA Criterion Four Committee
FROM: Michelle Quinn
DATE: February 25, 2003
RE: February 25th Meeting Minutes

- Members present: Michelle Quinn, Becky Barnes, Sharon, Clinebell, Jennifer Griffin, Bob Hetzel, Sue Kent, Jennifer Rasmuson, Helen Reed, Stephanie Torrez
- Members absent: Gardner Tucker
- Received updated information regarding the status of interviews. The majority of preliminary interviews have been completed. There are a few remaining follow up interviews, but they should be minimal.
- Reviewed a draft report layout by Sharon Clinebell.
- Reviewed sub-criterion C. Discussed important information and possible missing data.
- Reviewed sub-criterion D. Discussed important information and possible missing data.
- List of questions to the Steering Committee (meeting to be held March 5th):
 - Use of bullets in the report format.
 - Clarification on the difference between the following statements:
 - C7- The organization provides curricular and co-curricular opportunities that promote social responsibility.
 - D3- The organization encourages curricular and co-curricular activities that relate responsible use of knowledge to practicing social responsibility.
- Requested final matrix information to be sent to Jennifer Rasmuson by Monday, March 3, 2003.
- Next meeting March 11th.

