



NCA Steering Committee
Minutes
November 13, 2002, 11:30 a.m.

Present: V. Downey, D. Bottenberg, T. Gavin, J. Huh, R. Macon, P. McCarthy, T. Montoya, S. Moser, C. Peterson, M. Quinn, H. Reed, G. Reynolds, J. Richter, V. Scalia, F. Schoneck, J. Temkin, R. Wacker, D. Fliethman

I. Discussion of Self-Study Plan

- Copies were passed out and Self-Study Plan discussed.
- Plan was approved with a minor spelling change.

II. Team Reports

- Criterion 1 Committee
 - Jack Temkin reported that the committee has met two times
 - Discussed interpretation of their criterion
 - Adding resource locations
- Criterion 2 Committee
 - Fran Schoneck reported that the committee met to organize and set up a work schedule based on the Self-Study Plan
 - They will identify topics/documents
 - Each section of their criterion will be assigned to a team of 2
- Criterion 3 Committee
 - Curt Peterson reported on progress
 - Gave explanation of the two Excel spreadsheets that the committee has developed to assist in gathering of information from each department (samples were given to the steering committee)
- Criterion 4 Committee
 - Michelle Quinn reported that the committee has had one meeting; brainstorming ideas
 - At the next meeting, tasks will be prioritized; may break down into sub-committees at a later date



- Criterion 5 Committee
 - Rebecca Macon reported that her committee talked about the charge and about broad communities
 - They have made a good start

III. Other Communication

- Donna Bottenberg gave the URL for the NCA website:

<http:\intranet.unco.edu\nca\index.html>

- If there are errors on the website or if you have suggestions for changes, please let either Donna or Suzanne Becking know

Next meeting will be December 4, 11:30 a.m., Peggy Haines Room, Tobey-Kendel.