



**NCA Steering Committee  
Minutes of February 2, 2004**

- Vinnie Scalia announced that the deadline for sending comments on the draft Self-Study Report to Margot Brewer had been extended to Friday, February 6.
- Mary Breslin, our liaison at NCA, will be visiting campus on April 15 and 16. She will review the draft of the Self-Study Report to give us suggestions for improvement of the document.
- Campus and community forums are scheduled for Feb. 10 and 11. Updates of the Self-Study process and reports will be provided. More forums may be scheduled later in the spring.
- It was suggested that members of sub-committees review the criterion they helped craft and forward suggestions for changes/additions to Margot Brewer. If Steering Committee members were not on sub-committees, they should choose a section of the report on which to focus. Were any “Big Picture Accomplishments” missed?
- Vinnie and Teresa requested that all University entities with websites should be updating information on those sites as soon as possible, i.e., assessment.
- Allen requested that all members share the importance of the NCA Accreditation with their peers and contacts on campus to help set a proper tone.

## **3<sup>rd</sup> REVISED TIMELINE**

Jan. 6, 8-11am – Writing Team round-table discussion of proposed changes

Jan. 15 – Writing Team forwards copies of revised drafts to Ken and Gloria for editing

Jan. 16 - Robbyn, Eugene Sheehan, Vinnie, Tom and Emily will go to NCA training in St. Louis

\*\*Jan. 21, 11-12am – Writing Team meets to debrief and receive new information gleaned at training.

Jan. 21, 12-1pm – Steering Committee meeting, Peggy Haynes room, TK

Jan. 28 - Ken and Gloria complete editing. Distribute copies of Self-Study Report to Steering Committee for their review

Feb. 2, 12-1pm - Steering Committee meets to review documents and provide input – Peggy Haynes room, TK

Feb. 10, 12-1pm – Campus & Community Open Forum Brown Bag – UC Columbine A, cookies & drink provided

Feb. 11, 12-1pm – Campus & Community Open Forum Brown Bag – UC Columbine A, cookies & drink provided

Feb. 18, 12-1pm – Writing Team meets in Gunter to review input from Steering Committee and Campus/Community Forums

April 15 & 16 – Mary Breslin visit

June – Report is mailed to NCA

Sept. 20-22 – NCA Site Team on-campus visit