



**NCA Steering Committee
Minutes
March 5, 2003, 11:30 a.m.**

Present: Vicki Downey, Donna Bottenberg, Marlene Strathe, Joe Alexander, Tom Gavin, Bob Hetzel, Rebecca Macon, Tony Montoya, Curt Peterson, Michelle Quinn, Helen Reed, Judith Richter, Vincent Scalia, Debora Scheffel, Fran Schoneck, Jack Temkin, Gardiner Tucker, Robbyn. Wacker, Steve Gustafson, and Debra Fliethman.

- Reports from Criteria Chairs:
 - Criterion 1 – Jack Temkin
 - The sub-committee misses Jim LaCour. Marshall Parks has agreed to take his place on the committee.
 - The sub-criteria have been divided among the members, who will each draft their portion of the report.
 - Most of the collecting of documents has been done and interviews are begun.
 - Criterion 2 – Fran Schoneck
 - This sub-committee should have their findings completed by April 1.
 - They are gathering information and had one assigned writer who will develop the bullet points and narrative.
 - Criterion 3 – Debbe Scheffel
 - Passed around samples of their collected data, which the sub-committee is inputting into an on-line database.
 - This sub-committee is about 1/3 finished with their work of collecting data and documents.
 - Criterion 4 – Michelle Quinn
 - Interviews are completed.
 - Sub-committee is beginning to input the data into a matrix.
 - Criterion 5 – Rebecca Macon
 - Have 3 students working with the sub-committee.
 - They are on-target and beginning to write their draft.



- Future expectations:
 - Rough drafts of the report in the form of bullet points with narratives for each bullet point are due by April 23.
 - Reports should be sent by email to Vicki Downey and she will forward them to the entire Steering Committee for review.
 - After review by the Steering Committee, the reports will go back to sub-committees for any revisions or edits and then to the writing team (Gloria Reynolds, Vinnie Scalia and Sandra Flake).
 - If this timeline is followed, there should be sufficient time for the writers to prepare a draft and present it at the following meeting.
 - Sub-committees may not need to meet as groups after their reports are submitted; however there may be additional work later.
 - The Steering Committee will probably not meet over the summer but will meet again in the fall.

- Comments and concerns:
 - Donna Bottenberg is drafting the campus community portion of the report.
 - The finished report will include photos and graphics so that it isn't just text.
 - Each sub-committee chair should e-mail Donna with a list of all documents, so that they can be posted on the website. Any document that is referred to in the narrative must be posted.
 - If you know that a document will change in the next 2 years, let Donna know.
 - By fall, the plan is to make the NCA website more public.
 - Marlene Strathe stated that UNC will be one of the first to use the new criterion, so we have the ability to drive how the report is written.

- **Next meeting will be April 2, from 11:30 a.m. to 1:00 p.m.**, Peggy Haines Room, Tobey-Kendel.

- Meeting adjourned at 12:20 p.m.