

UNIVERSITY of
NORTHERN COLORADO



**NCA Writing Team
Minutes of January 21, 2004**

Present: Teresa McDevitt, Debora Scheffel, Helen Reed, Emily Golson, Judy Richter, Robbyn Wacker and Gloria Reynolds

1. Gloria reported that Ken is adding information where there are gaps and Gloria is polishing the grammar and punctuation. They are developing a “style sheet” to explain how they treated numbers, acronyms, etc. They are also marking places where more data is needed.
2. Robbyn distributed hand-outs from the NCA training session attended by several members of the Writing Team. She then moved through the PowerPoint handout explaining notes she and Emily had taken explaining certain slides. Since the NCA folks emphasized Slide 12, Emily suggested using that particular graphic box and incorporating our information into it. All agreed that it was a good idea. Some additional areas of focus are evaluative comments, systems and structures supporting functions, position papers and guidelines (e.g., on diversity and general education), and connections among the five substantive criteria.
3. The group discussed the need to emphasize and articulate connections between Charting the Future and the NCA planning process.
4. Teresa mentioned that the deadline of March for sending the Self-Study Report to NCA has been changed, likely to June. The document needs to arrive at NCA 6-8 weeks prior to the visit on September 20.

2nd 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. 20, 3-5pm – Writing Team meets to debrief and receive new information gleaned at training~~

**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. 26~~ 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

~~Mar. 9 – Self Study Report is mailed to NCA~~

~~End of April~~ June (after Mary Breslin visit) – Report is mailed to NCA

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