



**NCA Writing Team
Minutes of October 27, 2003**

Present: Teresa McDevitt, Helen Reed, Judy Richter, Ken McConnellogue, Tom Gavin, Debora Scheffel, Robbyn Wacker

1. Teresa reminded the group that the deadline for drafts to be finished is November 10, 2003.
2. The Writing Team will recommend to Vinnie Scalia that the deadline be extended to November 17. They would also suggest that all Criteria be distributed to all members of the team for review and to Ken and Gloria for their simultaneous review. In addition, the team suggests that a meeting with the Steering Committee to update them would be appropriate early next semester. In the meantime, they can receive a written update of progress. Teresa and Robbyn volunteered to draft a memo for Vinnie to send to members of the Steering Committee.
3. Suggestion was made to ask Sandra Flake and Kathleen Rountree, both of whom are Evaluators, to review the drafts from the perspective of evaluators.
4. Format of the final report was discussed. It was recommended that we follow the original patterns of evidence organization but determine a way at a later point to highlight the recurrent themes.
5. NCA's Regional Workshops are now advertised on their website. They are scheduled for December 2 in Minneapolis, January 16 in St. Louis, and February 13 in Columbus. Robbyn expressed a desire to attend the December session. We hope to send several faculty members to these workshops.
6. The next two meetings of the Writing Team are November 10 and November 17, 1:30 p.m. in Gunter 1120.
7. Ken McConnellogue has copies of the Bonnie Dean, Noel Levitz and Miller Worldwide Surveys. He will send them out either electronically or in hard copy.