

UNIVERSITY of  
NORTHERN COLORADO



**NCA Writing Team  
Minutes of November 12, 2003**

Present: Teresa McDevitt, Helen Reed, Tom Gavin, Debora Scheffel, Robbyn Wacker, Vinnie Scalia, and Emily Golson

1. Training on the new criteria is scheduled for December 2 in Minneapolis. Robbyn and Eugene Sheehan will plan to attend. Tom Gavin will decide today whether he will also attend this training session.
2. The deadline for drafts to be completed has been extended to December 5. On that date, drafts will be circulated for review by other Writing Team members. Ken and Gloria will simultaneously review for “voice” and preliminary editing. Limiting the document to no more than 150 pages is still the goal.
3. It was decided that the most effective filing system for documents is by numbering them (possibly with Colleges and other institutional entities). Helen, with her archiving background and expertise, may be able to offer other suggestions. Margot will keep the numbered list and the documents will be housed in the “Documents Room” in Gunter.
4. The newly reformed Steering Committee will be convened in January. In the meantime, an update letter from Vinnie will be sent to all members.
5. The next two meetings of the Writing Team are November 24, 1:30 – 2:30, and December 5, 2:00 - 3:00 p.m. in Gunter 1120. The meeting of November 18 is cancelled.