



**NCA Writing Team
Minutes of November 24, 2003**

Present: Vinnie Scalia, Teresa McDevitt, Helen Reed, Tom Gavin, Judy Richter, Robbyn Wacker, Emily Golson, and Ken McConnellogue

1. Training on the new criteria is scheduled for January 16 in St. Louis. The training scheduled in Minneapolis in December is already full. Robbyn, Eugene Sheehan, Vinnie, Tom, and Emily will plan to attend the January training. Robbyn and Eugene are already registered. Helen volunteered to be considered as an alternate if someone is unable to attend.
2. The deadline for drafts to be completed has been extended to December 8. On that date, drafts will be circulated for review by other Writing Team members. ***Bring 11 copies of your draft to be distributed.*** Ken and Gloria will simultaneously review for “voice” and preliminary editing.
3. The instruction booklet published by NCA’s Higher Learning Commission should be available soon. According to the website, it is due to be dropped into the mail on December 1. Deb Fliethman has ordered 30 copies. Margot will notify everyone via email if it is put out on line prior to that date.
4. Several suggestions were brought forward for involving the off-campus community in the process. It was agreed that a community forum would be a good idea. Vinnie will also contact PVA, HHS and CoE deans for their suggestions.
5. After lengthy discussion, it was decided that the draft documents will be posted on the website in Microsoft Word format so that they can easily be printed. The following questions were asked: *How can we best handle input from constituents? How do we demonstrate inclusiveness in the process? Do we take suggestions back to the Charting the Future Design Team for review?* Suggestions for revision will be funneled through Margot to Ken’s shop for posting and will be reviewed by the Steering Committee. It was felt that the Steering Committee would best have the ability to make a strong case and to help keep the report concise and congruent. We will accept suggestions for revision electronically via email and hard copy with notes.
6. The next meeting of the Writing Team will be Monday, December 8, 1:30 – 3:00 in Gunter Conference Room.

TIMELINE

Dec. 8 - next meeting (**instead of Dec. 5**), 1:30 - 3:00---Bring 11 copies of your Draft Criterion to trade with other members; Ken and Gloria will receive copies for initial editing

Week of Dec. 8 schedule a meeting with the Steering Committee to notify them of timeline for reviewing Drafts

Jan. 6, 8-11am - preliminary discussion of proposed changes

Jan. 13 - Forward copies of revised drafts to Ken and Gloria for more editing

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

Jan. 20, 3-5pm - Meet to debrief and receive new information gleaned at training

Jan. 26 - Distribute copies to Steering Committee

Feb. 1 - Steering Committee meets to review documents and provide input