

UNIVERSITY of
NORTHERN COLORADO



**NCA Writing Team
Minutes of September 15, 2003**

Present: Robbyn Wacker, Judy Richter, Tom Gavin, Emily Golson, Helen Reed, Gloria Reynolds, Ken McConnellogue, Deborah Scheffel, and Teresa McDevitt

1. Logistics: Writers are thanked in advance for their assistance. Judy, Emily and Helen will go to the HHS Dean's Office to pick up key cards for access to Gunter 1000, the space assigned as the "Documents Room." Margot will check with Sub-Committee Chairs for hard copies of documents referenced in Criteria. Debra Fliethman has moved relevant documents to the S: drive and access has been given to all members of the Writing Team. To access, S: Provost/NCA2004. NCA Guidelines have been ordered for all team members. The shell for the UNC NCA website is at <http://intranet.unco.edu/nca/index/html>

Because of budget restrictions within the department, Emily will need to have hard copies of documents as well as the electronic copies. Margot will copy and distribute large documents to all team members.

Meetings will be scheduled on Mondays, 1:30 – 2:30, every two weeks. All meetings will be held in Gunter 1120 unless otherwise noted. Schedule for fall semester is:

September 29
October 13, 27
November 10, 24
December 8

2. University Publications will assist with final layout. Gloria Reynolds and Ken McConnellogue will assist with editing.

Writing Assignments are as follows:

Criterion 1	Teresa McDevitt
Criterion 2	Judy Richter
Criterion 3	Debbie Scheffel and Emily Golson
Criterion 4	Helen Reed
Criterion 5	Robbyn Wacker
Chapters 1-3	Vinnie Scalia and Tom Gavin
Chapters 9-10	Teresa McDevitt (with assistance from others)
Chapters 11 & 12	Deferred

3. Deadline for assignments to be completed: November 10, 2003.
4. Template: Use Microsoft Word; APA format; double space; headings should *all* be 14 pt. Bold; bullet only “patterns of evidence.” Emphasize narrative over bulleted or fragmented “chunks” of text. Right and Left margins should be 1 ¼” to allow for back-to-back printing and binding. No 3-ring binder allowed. Final copy should not exceed 150 pages. Electronic copy will also be needed. Teresa and Margot will prepare and circulate a template after Ken approves it.

Robbyn volunteered to work with Margot on format for any pie charts and graphs.

Tom added that revised Data Forms will, hopefully, be available by November from NCA. Appendices and other documents will supplement the chapters of the report.