

## NCA STEERING COMMITTEE MINUTES

Thursday, February 24, 2005

11:00 A.M., CN 301

Present: Linda Curran, Rick Beck, Ellen Boswell, Gail Bruce-Sanford, Jennifer Caine, Joan Foster, Kathy Heyl, Roberta Hills, Frieda Holley, Jeff Johnson, Vonda Knox, Cathy Lucas, Stephanie Moran, Ann Murphy, Ellen Susman, Hal Tamblyn

Absent: Abel Moreno

Guest: Interim Vice President Joan M. Foster

1. Introductions were made. At least one more member will be added to the Steering Committee. After the committee is complete, an announcement will be made to the campus community.
2. Interim Vice President of Academic Affairs Joan Foster stressed the importance of the committee's work and thanked the members for their willingness to undertake the task. Her charge to the committee was distributed.
3. The committee will continue to meet between 11:00 and 1:00 pm on Thursdays. Individuals are free to bring a lunch if they so desire.
4. Frieda reviewed the contents of the notebook distributed to the members, briefly discussing the NCA criteria, the results of past NCA visits, and the self-study plan for the last accreditation visit. She provided some historical background connected with the last NCA visits. A concern that needs to be addressed immediately is the number of part-time faculty with only bachelor's degrees.
5. If members want more information on any topic connected with the self-study, they should let Frieda or Linda know.
6. Frieda mentioned upcoming NCA meetings: one a workshop on assessment and the other the Annual Meeting of the Higher Learning Commission. Linda Curran, Paul Myskiw, Ann Murphy, Jennifer Caine, and two LAS faculty will be going to the April 20-22 meeting. A letter of intent is due March 7<sup>th</sup>. Frieda Holley and Linda Curran will be going to the Annual Meeting, including a workshop on how to conduct a self-study.

### Assignments/Tasks:

- Ellen Boswell and Stephanie Moran will be working with Tamy Calahan to provide information on the number of part-time faculty who have been hired with just a bachelor's degree. Frieda will provide details about the information needed to Ellen, Stephanie, and Tamy.
- Everyone should read the two role and mission statements.
- Everyone should read all the information about Criterion One (3.1.1 and 3.1.2 as well as 3.2.1 to 3.2.5).
- Joan asked the associate deans to see if they can find past documents on space planning. Linda may find this useful in another meeting.