

## NCA STEERING COMMITTEE MINUTES

Thursday, March 31, 2005

11:15 A.M., CN301

Present: Linda Curran, Rick Beck, Ellen Boswell, Jennifer Caine, Kathy Heyl, Roberta Hills, Frieda Holley, Jeff Johnson, Vonda Knox, Larry Langton, Abel Moreno, Ann Murphy, Ellen Susman, Hal Tamblyn,

Absent: Joan L. Foster, Cathy Lucas, Stephanie Moran, Gail Bruce-Sanford

1. The minutes of the March 10, 2005 meeting were approved with the addition that Joan L. Foster was absent but sent pertinent comments by e-mail prior to the meeting.
2. The minutes of the March 17, 2005 meeting were approved with following changes:
  - a. Under "Collecting data on the degrees of part-time faculty" the following question was added: "Are transcripts from all institutions attended by the part-time faculty member needed or only those where a degree was completed?"
  - b. Under 5.e, the part in italics was added: "More resources are needed for assessment: *a data warehouse, increased staff resources, and funds for professional development.*"
3. *Collecting data on the degrees of part-time faculty:*
  - a. It was reported that official transcripts are needed; a copy will not suffice.
  - b. Ellen Boswell reported that HR is up to the "Cs" in reviewing files of part-time faculty.
  - c. Frieda asked what would happen if part-time faculty who are in the midst of teaching refuse to supply an official transcript. Various penalties were discussed: not issuing the last pay check (may not be possible), not hiring the individual again.
  - d. Frieda asked if we needed to know the field of the degree? No one knew.
4. The Steering Committee discussed its analysis of Criterion One. See the Criterion One document.
5. The Steering Committee discussed its analysis of Criterion Two. See the Criterion Two document.
6. The Steering Committee discussed its analysis of Criterion Three. See the Criterion Three document.

Assignment: Read all the handouts and continue to study Criterion Three and look at Criterion Four.