

<p style="text-align: center;"><b>NCA Self-Study Steering Committee</b> <b>February 16, 2001</b></p>
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- (1) Approval of Minutes of January 19, 2001 Meeting
- (2) Announcements
- (3) Self-Study Report Update
- (4) Visiting Team Membership Update
- (5) Preparation for the Visit Update – Lynn Tilton
- (6) Other Issues
- (7) March 9 Steering Committee Meeting  
(Carillon Room, noon – 1:30 p.m.)
- (8) Adjournment

NCA Self-Study Steering Committee  
MINUTES OF  
January 19, 2001

The meeting was called to order at 12:45 p.m. by Don Bennion. Those attending were:

Members: D. Bennion (Chair), R. Brackenbury, E. Broughton, T. Cianciolo, M. Erwin, L. Findley, B. Fish, J. Garrett, M. Harris, M. Kanagy, G. Leipa, P. Melia, P. Moniodis, G. Nelson, J. Novak, T. Racz, K. Rusiniak, D. Severt, A. Starko, D. Staub, R. Williams, S. Williams, S. Work, S. Yee. Staff: S. Sullivan, L. Sutter, L. Tilton

Approval of Minutes of December 15, 2000

The minutes were approved as edited.

Final Preparation of Chapters

- 250 self-study reports will be prepared and 2,500 copies of the executive summary will be available.
- Because of the cost, we are going with black and white for the final copies of the self-study report.

Preparation for the Visit

- Lynn Tilton is coordinating preparation of the visit. To date, the following have been arranged:
  - All rooms are set at the Marriott
  - Preparations have been made for the Sunday dinner
  - The conference room will be the Eagle Crest Conference Center; Lynn will have 24-hour access to the conference room
  - Physical Plant will recommend electrical needs for 205 Welch Hall
  - Accommodations have been made in McKenney Union
- Steering Committee discussed the NCA visit schedule for March 18-21
- The Resource Room at 205 Welch Hall will be the visiting team's meeting room
- Steering Committee members to notify Don Bennion of additional items to include in the Resource Room

Preparation of Steering Committee for Visit

- Keep schedule clear these days (March 19-20)
- Read self-study report and executive summary in their entirety
- Encourage attendance at open faculty meetings

### Winter Term Steering Committee Meetings

- The February Steering Committee will be held on Friday, February 16, 2001, noon – 1:30 p.m. in the Alumni Room of McKenny Union
- February meeting will focus on copies of self-study report and executive summary; last-minute changes will be discussed
- The March 9 meeting will focus on final preparation for the visit
- The April 20 meeting will focus on review of the comments of the visiting team and preparation of the recommendations for the president and provost on how EMU might address concerns raised by the team

### Adjournment

The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Donald H. Bennion