

Writing Team with Chancellor Wells Meeting Notes 11/28/06

- Target date to mail self study is Jan 22.
- Date to printer is Jan 8.
- Date to Nick for formatting is Dec 20.
- Revised chapters 1-5 done by this Friday, Dec 1, with status report on all feedback received especially that requiring a decision on whether to include or not.
- Chancellor to receive and review criteria 1 and 2, Provost to receive and review 3, 4 and 5.
- Snap Shot to Nick for formatting this Friday from Mike Watson and Susan Nuernberg.
- Provost needs to edit the section on Responses to concerns and advice from 1997 team visit in the Introduction. Susan N will email it to him.
- At some point a generic memo will go out to thank people for their effort and feedback.
- We discussed using end notes to save time rather than notes in the margins or in parentheses in the text, but Mike and Nick are going to see how much work is required to put notes in the margin this morning, and they will let us know how to proceed.
- Tom Grogan has agreed to prepare Federal Compliance section.
- Nick will get printer's estimate for Snap Shot as a stand-alone item.
- Mike Tippins, Sue Cramer and Sharon Moon are organizing the Resource Room.
- Mike and Sue have compiled a concise list of appendices.
- Mike and Sue are planning to work with Nick to identify headers in all chapters that will generate the table of contents.

- Margaret and Sue C. will draft a set of goals for the self study process based on committee charge and NCA guidelines and give it to Susan N. for inclusion in the Introduction.
- Susan N will get correct chart for external funding for Mike from Lori Worm and Tom Sonnleitner.