



Financial Services

MEMORANDUM

TO: NCA Criterion Four Committee

FROM: Michelle Quinn

DATE: December 9, 2002

RE: December 3rd Meeting

- Introduced new committee member: Stephanie Torrez, Director, Student Support Services, CHE. Stephanie replaces Elizabeth Franklin, Director of the Center for Language Arts Education.

- Interview Protocol

1. Initial interviews have been assigned as follows:

- a. Becky & Sharon
 - i. Ron Lambden
 - ii. Jean Morell
 - iii. Allen Huang and others in SPARC and Grad School
 - iv. Joe Alexander and others at MCB
- b. Jen & Gardiner
 - i. Jeff Dunbar
 - ii. Marcie Tucker
 - iii. Katrina Rodriguez
 - iv. Tony Montoya
 - v. Cultural Center directors
 - vi. John Moore
 - vii. Advising Committee
- c. Helen & Stephanie
 - i. Gary Pitkin and others in Library
 - ii. Vinnie Scalia and others in HHS
 - iii. Sandra Flake and others in A&S
 - iv. Donna Bottenberg
 - v. Vicki Downey
- d. Sue & Bob
 - i. Sherri Moser
 - ii. Marlaine Mowitz
 - iii. Kathleen Rountree and others in PVA
 - iv. Eugene Sheehan and others in COE

2. Preparation materials include:

- a. Each subcommittee's initial "who/how".
- b. General Questions (attached)
- c. EC Matrix (to follow) – what's EC? -- ask Helen
- d. Data Gathering forms (previously distributed as "Sample")

3. Suggested pre-interview work might be:

- a. Review web page and pertinent documents for the area of the individual(s) being interviewed.
- b. Using above items (3a) and subcommittees' "who/how"s (2a) develop a list of specific programs and questions to discuss with the interviewee.
- c. Provide interviewee with: General Questions, EC Matrix and list (3b)

4. Conduct interview:

- a. Begin with General Questions to get a broad overview.
- b. Work through EC Matrix to ensure coverage of the entire criterion.
- c. Using list of specifics (3b), obtain details on topics to complete the Data Gathering Form for each topic.
- d. Follow-up with additional interviews with others as needed.

5. Provide whole committee with copies of the EC Matrices and Data Gathering Form(s) and any other important notes that you may have.

Each subcommittee will be responsible for developing a draft report on its sub-part of criterion four. (February)

Criterion Four Committee Interview General Questions

1. How does unit demonstrate and promote the value of learning within the University community? (e.g., intellectual freedom, scholarly opportunities, internal application of research)
2. How does unit foster inquiry, creativity & practice by student, faculty & staff? (e.g., rewards & recognition, research presentations)
3. In what way does unit promote social responsibility? (e.g., honor codes, ethics)

NEXT MEETING: January 14, 2003, 1:00-3:00 p.m., in Carter 1001.