



**Minutes
NCA Criterion 2
Preparing for the Future
Committee Meeting
January 16, 2003**

Present: Fran Schoneck (Chair), Vickki Klingman, Norm Laurence, Christina Aguilera, Joan Lamborn, Mike Jacobs, Gary Hatch, John Clinebell, Chris Downen, Marianne Dinges

Fran Schoneck opened the meeting at 2:30 p.m. She introduced two new members of the committee, John Clinebell and Chris Downen. Jay Lightfoot was unable to attend the meeting, however, he was able to meet with Fran before the meeting.

1. Fran reported on the January 8, 2003 NCA Steering Committee meeting. She said there was a positive response to the direction our committee is going. The Steering Committee requested that we address our limited financial resources in a positive manner and that we be sure to note what changes or improvements we are making in assessment and what difference it is making. The Steering Committee also recommended a thorough discussion of the relationship between the University and the Foundation.

Fran also reported that the Steering Committee will continue to keep the Criterion Committee members updated on the NCA review even when we are no longer meeting as a group.

2. Vickki Klingman and Joan Lamborn reported on Criteion 2A: The organization realistically prepares for a future shaped by multiple societal and economic trends. They developed their own worksheets using the revised matrix. The worksheets outline the planning documents, the University's accomplishments and actions to be taken. They also developed questions to ask in the interviews. Vickki and Joan asked how they are to conduct the interviews. Fran indicated we would be going over that later in the meeting. They also asked for an explanation of "environmental scanning."

John Clinebell explained that Environmental Scanning is the assessment of internal and external environment i.e., trends, impacts, etc. He said the key is to make sure that you have feedback loops, what are we doing, how are we redirecting funds, priorities, etc.

3. Fran Schoneck reported on Criterion 2B: The organization's resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future. She and Jay Lightfoot met and developed the matrix based on the revised criterion. They listed out more examples of actions being taken and are developing their areas of concern, what do we have in process, and what do we plan.



At this point a suggestion was made that we date all of our worksheets and our matrix since we will have many drafts. The committee agreed to do so.

4. Gary Hatch and Christina Aguilera reported on Criterion 2C. The organization's ongoing evaluation and assessment processes provide reliable evidence of institutional effectiveness that clearly informs strategies for continuous improvement. Gary and Christina presented survey questions to mail out and have returned. Fran responded that we want to be careful to avoid redundancy in conducting our interviews. She suggested we discuss this method later in the meeting.
5. Norm Laurence, John Clinebell and Chris Downen reported that Criterion 2D: All levels of planning align with the organization's mission, thereby enhancing its capacity to fulfill that mission, is done! Kidding aside, this newly formed sub-group will begin meeting and present at the February meeting.
6. The Criterion 2 committee reviewed the Interview Topics. Fran asked for input on whether she covered all the topics needed for all criterion. It was recommended to add the topic of "Feedback Loops" between "Assessment and Measurement" and "Reporting Results." The committee volunteered to do the following interviews:

Provost Strathe-John Clinebell
Vice President Schoneck –Self Interview
Vice President McConnellogue-Joan Lamborn
Dean Alexander-Jay Lightfoot
Dean Flake-Christina Aguilera
Dean Huang-Fran Schoneck
Dean Pitkin-Christina Aguilera
Dean Rountree-Norm Laurence
Dean Scalia-Joan Lamborn
Dean Sheehan-Gary Pitkin
CPDO: Bottenberg-John Clinebell
Enrollment Services: Macon-Chris Downen
Auxiliary Services: Hetzel-Vickki Klingman
Technology: Hatch-Self Interview
Facilities: Laurence-Self Interview
President Norton-Fran Schoneck
Institutional Research: Tom Gavin-Jay Lightfoot
Assessment: Debbie Scheffel-Vickki Klingman
Multicultural Affairs: Tony Montoya-Chris Downen

7. John Clinebell suggested that when you discuss planning in the interview, be sure to discuss long term and short term planning, i.e., the Technical Plan in Monfort College of Business is a one-year plan.



8. Fran asked the interviewers to be sure to cover all the topics, then synthesize the interview noting the key points. There is no need to analyze and bullets are fine.
9. Gary Hatch inquired if we are coordinating interviews with other criterion groups. Fran indicated we may have some overlap, however, we can't tell the other groups what to do.
10. Joan Lamborn asked the group what we are trying to elicit. Responses were that we are trying to develop more breadth in our self-study. We want to know processes that are used, documents or evidence and how we link to planning.
11. Christina Aguilera suggested that before members do the interviews, they review what the sub-groups are doing.
12. Fran asked that when you complete the interview email your report to Marianne (marianne.dinges@unco.edu) and she will distribute.
13. Fran announced that we do not have meetings scheduled after February 6 and March 6th. We will schedule meetings after those dates only if there is a need.

Cc: Donna Bottenberg

Attachments: Interview Topics
Interviewees
Timeline