



Minutes
NCA Criterion 2
Preparing or the Future
Committee Meeting
November 7, 2002

Present: Fran Schoneck (Chair), Vickki Klingman, Norm Laurence, Christina Aguilera, Mickey Mendez, Joan Lamborn, Mike Jacobs, Gary Hatch, Marianne Dinges.

Introductions were made and Fran Schoneck handed out the committee notebooks.

NCA timeline was discussed. This committee will meet monthly through 2002. In January we will re-evaluate and may meet more often from January through March. Committee discussed having two hour meetings, one meeting a month on the first Thursday of the month, from 2:30-4:30p.m. However, committee will not meet in January until the third Thursday. Meeting dates so far are:

*December 5, 2002	2:30-4:30p.m.	<u>UC Spruce B</u>
January 16, 2003	2:30-4:30p.m.	Carter Board Room
February 6, 2003	2:30-4:30p.m.	Carter Board Room
March 6, 2003	2:30-4:30p.m.	Carter Board Room

Fran will serve on NCA Steering Committee and will share with the Criterion 2 Committee input from the steering committee.

NCA may be changing reporting format for UNC, however we will have the same criterion.

Provost has directed us to be frank about our strengths and weaknesses. This should be a true self-study. We will focus on forward looking rather than developing a report card. It is a planning document, strategic in nature.

Fran discussed with the committee how we will make assignments, gather information and funnel it to one person to put in draft report.

Mike Jacobs volunteered to write. Mickey Mendez said she would prefer to gather information. Others agreed to gather information.

Fran hopes to receive a recommended format from the Steering Committee. The Provost has samples in her office. One is very detailed and difficult to follow. The other is a very good example.

Mike Jacobs suggested we find out what we can use from NCATE and what can we learn from the NCATE experience. He added that NCA is going to ask the question, "How do you know?"



First Committee Exercise:

Go through A, B, C and D of Criterion 2 and list what we have as evidence, things that prove each pattern of evidence. This can be a rudimentary list for the next meeting.

Things to consider:

We need to have a context, a point to start from and now moving ahead.

When we ask where we are going, we have to say where we are.

What mechanisms do we have in place to adjust to rapid changes?

What do we have in classrooms, library services, etc?

How will we train faculty?

What are the appropriate patterns of evidence? What supports them?

SPECIAL NOTE:

Subsequent to our meeting, the NCA Steering Committee met. Based on an example used by another committee, a format has been developed to help you with this exercise. It is attached to the minutes and will also be sent in campus mail.

Also, to view and use our NCA site you must link directly to <http://www.unco.edu/nca/>. This site has been set up on our intranet and will not be available to everyone.

We will also be referring to an excellent example of a self-study report completed by the University of Northern Iowa. Go to: <http://www.uni.edu/vpaa/nca/>.