



Minutes
NCA Criterion 2
Preparing or the Future
Committee Meeting
December 5, 2002

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

Fran Schoneck opened the meeting at 2:30 p.m. She announced that Mickey Mendez will not be able to serve on the committee as she will be on a temporary assignment at another campus during the time we are writing the self-study. Fran also shared that she has asked the NCA Chair for a replacement for Mickey and also one additional member for this committee, both to be recruited from other areas than the Division of Finance and Administration. They will probably be a faculty member from Monfort College of Business and someone from Student Services (Admissions).

1. Since Marianne attended the NCA Steering committee for Fran, she gave the NCA update:
 - All Criterion groups reported they had begun documentation search and some interviews.
 - Jack Tempkin presented a critique of Criterion 1. He reported that his committee is finding the documents they need but they are having difficulty designating and setting up interviews.
 - Vicki Downey reminded the committees to be sure to include internal and external audits for compliance in their patterns of evidence and she referred to Criterion 2 to be sure to evaluate the degree to which the institutional resources have been allocated and reallocated based on the University mission.
 - Donna Bottenberg reported that there will be a "document site" on the home page for the committees to use. She is also writing the first two chapters and would like a couple of people to read them over and assist her with the wording. One chapter addresses our accreditation history and the other UNC's history.
 - The next steering committee will be extended an hour in order to critique the other 4 criterion.
2. The committee went through every sub-goal in Criterion 2 and brain-stormed ideas for documentation and action. See attached matrix for results.



3. Team Assignments were made:

Criterion 2A: The Organization Prepares For Its Future

Vicki Klingman
Joan Lamborn

Criterion 2B: The Resource Base Can Both Sustain Educational Quality and Support Its Improvement

Jay Lightfoot (MCB Representative)
Fran Schoneck

Criterion 2C: The Organization Conducts On Going Evaluation Processes That Improve Educational and Organizational Effectiveness

Gary Hatch
Christina Aguilera

Criterion 2D: Strategic Planning Is Aligned With The Organizational Mission And, In Concert With All Forms of Planning, Enhances The Organization's Capacity To Fulfill Its Mission.

Norm Laurence
Chris Downen (Admissions, Student Services Representative)
John Clinebell (MCB Representative)

4. Mike Jacobs is the Team Writer/Author and will be ex-officio on every team.
5. Marianne Dinges is the Staff Support for the committee and will assist all the teams.
6. Each team is to take their criterion and develop it fully. Identify all sources, documents, evidence, accomplishments, and possible interviews. The teams should come to the January 16th meeting with a draft of what they are doing and a list of individuals/groups to interview.

Meeting Reminder for Criterion 2 Self Study Committee:

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

Special Note: Jay Lightfoot, Chris Downen and John Clinebell have been appointed to the NCA Criterion 2 Self Study Committee.