



**Minutes
NCA Criterion 2
Preparing or the Future
Committee Meeting
March 6, 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. .

- Fran reported on the March 5, 2003 NCA Steering Committee meeting. The Steering Committee checked on assignments and talked in depth about the self-study.
 - Mike Jacobs will need to turn in our criterion in bullet point format with brief narrative by April 25.
 - The committee should send bullet points to Marianne Dinges by noon, March 28, 2003. Your summarized findings, accomplishments, and strengths should be included. The summaries are critical. Please complete them and then go back to completing the matrix.
 - Mike Jacobs will need to turn in a more fully developed narrative by May 28, 2003. He indicated he would like to turn that in earlier than May 28 and have it done by the end of the semester.
 - Fran also reported that the Writing Team (Sandra Flake, Vinnie Scalia and Gloria Reynolds) are working on the introduction. They will post it on the intranet; <http://www.unco.edu/nca>.
 - Once the draft is done the Criterion 2 Committee will not have to meet. However, we will be involved on a continuing basis for questions, editing, reviewing, etc.
 - Fran asked the committee to forward documents and document links to Marianne for the virtual link. Once we have completed the matrix Marianne will also glean it for additional documents. Some of the documents will be put on the virtual link just before their visit to make sure we have the most current edition, i.e. the Technology Plan.
1. **Vickki Klingman and Joan Lamborn reported on Criteion 2A: The organization realistically prepares for a future shaped by multiple societal and economic trends.** Vickki and Joan reported that they are done with their interviews. They inquired as to whether the larger University documents will be available to the site visitors. Fran indicated they will either be on the virtual link or in a document room. If you mention a document in a report you should cite



it. Brochures do not need to be provided. They also asked about the matrix and the findings and which should be done first. Mike Jacobs said he wants to start with the bullet points.

2. **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 have one interview left, Tom Gavin. They have some additional work to do on the matrix. One area of concern they were working with, the theatre, has been addressed and will be recapped. They are also summarizing a concern regarding the state funding level and how the University is addressing it.

3. **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.** Their interviews are complete. Christina was waiting to hear back from her interviewees before she sent them out. Christina asked the sub-committees to indicate the location of the feedback loops and include them on your matrix.

4. **Norm Laurence, John Clinebell and Chris Downen reported on Criterion 2D: All levels of planning align with the organization's mission, thereby enhancing its capacity to fulfill that mission.** Their interviews are done and are being written. They had a slow start but will have a strong finish!

Fran let the committee know that interviewees are okay with follow-up phone calls, questions, etc. President Norton responds well to email, Fran to voicemail or email, and Allen Huang to email.

She asked everyone to focus on key issues in area of concerns that we can address well. She also shared that we will be one of the first institutions to report with the new criterion. We have the opportunity to set the tone, a stellar example!

Our next Criterion 2 meeting is Monday, March 31, 2:30-4:00p.m. in the Carter Hall Board Room, Fourth Floor.

Remember noon, March 28th, committee work to Marianne.

Cc: Donna Bottenberg