



**NCA Steering Committee
Minutes
January 8, 2003, 11:30 a.m.**

Present: Vicki Downey, Donna Bottenberg, Marlene Strathe, Joe Alexander, Tom Gavin, Jonook Huh, Rebecca Macon, Patrick McCarthy, Tony Montoya, Sherri Moser, Gloria Reynolds, Judith Richter, Kathleen Rountree, Vincent Scalia, Debora Scheffel, Fran Schoneck, Jack Temkin, Gardiner Tucker, Robbyn. Wacker, Phil Wishon, Debra Fliethman.

- Chair Vicki Downey reported that a letter has been received from the NCA requesting our choice of dates for the accreditation visit. UNC has responded as follows:
 - first choice: September 20-22
 - second choice: September 27-29
 - third choice: October 4-5

- The latest version of the proposed Criteria for Accreditation has been received from the NCA. Copies were passed out. The Chair stated that there are changes in wording and the order of some information, but the content is substantively the same as the previous version.

- Sub-committee reports:
 - Criterion2 (Fran Schoneck, Chair)
 - This subcommittee met just after the last Steering Committee meeting and will meet again January 16.
 - Will need to adjust their matrix to reflect the new wording.
 - Committee is gathering documents and will do interviews.
 - VP Schoneck went through each core component of Criterion 2 and described what steps are being taken by the committee on each one.
 - Provost Strathe commented on the following points:
 - we should acknowledge that we have limited financial resources and explain in a positive manner how we are managing with what we've been given.
 - she also suggested that, with regard to assessment, we should note what differences assessment has made, are we making any changes or improvements?



- with regard to the Foundation, a consultant has been hired and based on his recommendations, we are making changes and improvements.
- Discussion on the relationship between the University and the Foundation in terms of coordination of efforts/priorities/goals.
- Criterion 3
 - Co-Chair Debbe Scheffel stated that the Criterion 3 committee has its database on MyUNC and the committee is in the process of interviewing, inputting data and gathering documents.
 - She will cross-reference the latest version of Criterion 3 with the old, and will go to the committee to look at ramifications of the wording changes.
 - This committee will give an in-depth report at the next meeting.
- Criterion 4
 - Chair Michelle Quinn handed out copies of the committee's plan and discussed their progress in depth.
 - Provost Strathe commented that the focus should be on consistency with UNC's mission as a "research intensive institution," both undergraduate and graduate.
- Criterion 5
 - Chair Kathleen Rountree reported that the committee is working to identify "external communities" before the information is gathered for Criterion 5.
 - She handed out a report of the committee's progress that includes a list of external communities. The group brainstormed ideas for additional organizations/communities.
- The Chair stated that at the next meeting, she and Donna Bottenberg will have a draft on the introduction and initial layout of the Self Study.
- An email will be sent a week before the next meeting asking for agenda items.
- **Next meeting will be February 5, from 11:30 a.m. to 1:00 p.m.**, Peggy Haines Room, Tobey-Kendel.
- Meeting adjourned at 1:00 p.m.