



**NCA Steering Committee  
Minutes  
December 4, 2002, 11:30 a.m.**

Present: V. Downey, D. Bottenberg, M. Strathe, J. Alexander, B. Hetzel, R. Macon, P. McCarthy, S. Moser, C. Peterson, H. Reed, G. Reynolds, J. Richter, K. Rountree, V. Scalia, D. Scheffel, Marianne Dinges, J. Temkin, G. Tucker, R. Wacker, D. Fliethman.

- Reports from Criterion sub-committees:
  - Criterion 2
    - Marianne Dinges reported for Fran Schoneck that this sub-committee will meet tomorrow to review samples and will use the matrix to organize their findings
    - Mickey Mendez will no longer be on their committee and a replacement will be needed. If anyone has ideas of someone to fill the vacancy, preferable someone not from F&A, please let Fran know.
  - Criterion 3
    - Debbe Scheffel reported that this sub-committee continues to gather data and input it into on-line matrixes, which will be linked to the NCA website
    - All committee members are involved in the process
  - Criterion 4
    - Gardiner Tucker reported that this sub-committee met yesterday, divided into teams of two, and will begin data-gathering
    - Passed out copies of their plan of action
    - Beth Franklin is no longer on the committee, and will be replaced by Stephanie Torrez
  - Criterion 5
    - Kathleen Rountree reported that her sub-committee has identified various broad communities and will ask broad communities to identify other groups; these communities will be assigned to team members for data-gathering
    - May invite community members to a forum
    - Their student member has not participated. He will be contacted.



- In-depth discussion of Criterion 1 sub-committee by Jack Temkin, Chair
  - Went through wording of each section of Criterion 1 and discussed interpretation of wording; input from committee
  - If anyone has thoughts or ideas about the interpretation of any part of Criterion 1, either contact Jack Temkin, or email to Debra Fliethman, who can forward to entire Committee.
  - Criterion 1 will be addressed again at the January meeting.
  
- Donna Bottenberg reported that chapters for the Self-Study must be written on the history of UNC and the history of accreditation at UNC. She will prepare a draft of both chapters and will then ask for input.
  
- Discussion on documents that are being gathered. Donna said that she will add a section to the NCA web page that includes a drop-down menu, on which all documents can be posted.
  
- Marlene Strathe pointed out that, when writing/gathering material, we need to focus on the future.
  
- Open forums will be held in May and again in the fall to bring the university community up to speed.
  
- **Next meeting will be January 8, from 11:30 a.m. to 2:00 p.m.**, Peggy Haines Room, Tobey-Kendel. This will be an extended meeting in order to discuss each criterion in-depth. A box lunch will be served, since the dining room will not be open.