

Minutes  
NCA Steering Committee  
June 4, 2003, 11:30 a.m.

Present: K. Norton, V. Downey, M. Strathe, D. Bottenberg, J. Alexander, R. Macon, G. Heald, S. Moser, M. Quinn, H. Reed, G. Reynolds, J. Richter, V. Scalia, D. Scheffel, F. Schoneck, J. Temkin, G. Tucker, P. Wishon, S. Gustafson, D. Fliethman

- I. Provost Strathe, Vicki Downey, Donna Bottenberg, and Debbe Scheffel reported on the NCA Annual meeting in Chicago this April, which they attended.
  - Donna spoke with NCA personnel at that meeting about using the new criteria for our assessment visit. She was assured that the NCA would provide sufficient support and information to UNC.
  - Vicki Downey discussed UNC's Accreditation Plan and timeline with NCA officials, and it was felt that we are on target at this time.
  
- II. Updates from Criterion Chairs:
  - Criterion 1 – Jack Temkin stated that his committee has submitted a rough draft to the Steering Committee co-chairs.
  - Criterion 2 – Fran Schoneck reported that her committee has divided Criterion 2 into components, assigned them to individuals on the committee and have drafted bullet points; information from interviews is being placed into a matrix for consistency.
  - Criterion 3 – Debbe Scheffel reported that the Criterion 3 committee has their matrix on the web, which has been completed. The co-chairs have generated bullet points and are in the process of completing their narrative. The report draft will be submitted next week.
  - Criterion 4 – Michelle Quinn's committee has drafted a report, which has been given to the Deans for their review. They will submit their report next week.
  - Criterion 5 – Rebecca Macon reported that the Criterion 5 draft has been submitted. Some attachments and documents are still being gathered.
  
- III. President Norton addressed the group regarding the notion of moving ahead with plans or requesting a delay of the 2004 visit. Discussion was held, and the consensus of the group was that we have the interest of faculty and staff, we are on track and have momentum at this time, and that we should proceed. When an interim Provost is in place, the President and others will visit with the NCA to get a recommendation, and re-assess the situation at that time.

IV. Vicki Downey stated that she and Donna Bottenberg will meet with the chairs next week, review the submitted drafts, and then distribute the drafts to the Steering Committee for review and comments. A couple of additional points:

- NCA has confirmed UNC's visit dates of September 20-22, 2004. A proposed visiting team will be identified this fall, and we will be allowed to comment on the team members.
- Any document referred to in the text of the Self-Study should be made available electronically on the website. Committee members should send all documents they have gathered to Donna Bottenberg.

Meeting adjourned at 12:15 p.m.