



**NCA Writing Team  
Minutes of January 6, 2004**

Present: Vinnie Scalia, Teresa McDevitt, Debbe Scheffel, Helen Reed, Emily Golson, Tom Gavin, Ken McConnellogue, and Gloria Reynolds

1. Vinnie announced that there is no need to have the report completed and submitted before Mary Breslin visits campus in April. She expects to be able to give advice for improving the report while she is here.
2. Vinnie and Teresa request responses to their critique of each Criterion. Be evaluative as you go instead of solely at the end of the chapter. Please add strengths and challenges throughout the narrative. Add a brief summary of strengths and challenges at the end.
3. Reminder: Drafts need to be to Ken and Gloria by January 15. Teresa also requested that all drafts be posted to the NCA folder on the S: drive. Please send documents mentioned in your Criterion to Margot for indexing and filing.
4. It was discussed and decided that acronyms should be spelled out the first time they are mentioned in each chapter; after the first mention, the acronym may be used for the rest of the chapter. Ken and Gloria will add a glossary of terms to the Report.
5. Tom mentioned that he has a 25-30 page “Data Report” to fill out and send to NCA independent of the Self-Study Report.
6. Ken and Gloria will provide an electronic copy of the final document (appearance will be somewhat – insignificantly – different than hard copy) with live links. This will provide the team with easy access to web sites.
7. Each Criterion was reviewed by all members of the Writing Team who provided their comments and suggestions as follows:
  - a. **Vinnie’s Chapter**: Identify “Highlights,” i.e., improvements made as a result of NCA recommendations: assessment; two changes to Mission; governance and communication; refer to chart for curriculum review; “Charting” – input from all constituents; technology available; UNC Today, etc.
  - b. **Criterion 1**: add a sentence to page 2 addressing the process for updating the Mission; page 3: add examples “as explained in Criterion 4,” structures and

processes including student input; hiring processes, Faculty Senate; Library Advisory Committee; GEC, etc. Include selected “shared governance” issues in the challenges. *Vinnie requested that all other Criteria use the style of Criterion 1 as a model.*

- c. **Criterion 2:** On page 4, 1<sup>st</sup> paragraph, the first sentence appears to be inaccurate – recommend using the word “facilitates.” Check with Fran Schoneck for correct wording. On page 9, 1<sup>st</sup> full paragraph, specify changes; recommend providing examples. Substantiate assertions throughout the entire document. As Charting the Future evolves, additional information will need to be added.
- d. **Criterion 3:** Issues with assessing non-academic functions; convert boxes to text – bullets are acceptable – however, add sentence of explanation for each. Address role of advisors. Remove UCC from the curriculum review process and add a statement regarding governance of curriculum. Add commentary on equivalence of programs on and off campus; recent advising survey; challenges with assessing global experiences, such as general education.
- e. **Criterion 4:** Indicate that we are participating in GE25 discussions.
- f. **Criterion 5:** Offer interpretations for headings (example on page 2) and tie back to constituents; add a matrix showing a single overview; add web links; consider organizing by constituencies and tie back to the Mission.

There is a conflict with “Charting” for the January 20, 3-5pm meeting of the Writing Team. Therefore, that meeting has been rescheduled to January 21, 11-12am in Gunter Hall conference room. The purpose of this meeting is to hear from those who attended the training session in St. Louis. This meeting will precede the luncheon meeting of the Steering Committee in the Peggy Haynes room at Tobey-Kendel.

On January 26, Ken and Gloria will distribute edited electronic copies of the Self-Study Report to all members of the Steering Committee and sub-committee. Then, on February 3 or 4, they will send electronic copies to all of campus via the “Everyone” list.

## 2<sup>nd</sup> REVISED TIMELINE

Jan. 6, 8-11am – Writing Team round-table discussion of proposed changes

Jan. 15 – Writing Team forwards copies of revised drafts to Ken and Gloria for editing

Jan. 16 - Robbyn, Eugene Sheehan, Vinnie, Tom and Emily will go to NCA training in St. Louis

~~Jan. 20, 3-5pm – Writing Team meets to debrief and receive new information gleaned at training~~

\*\*Jan. 21, 11-12am – Writing Team meets to debrief and receive new information gleaned at training.

Jan. 21, 12-1pm – Steering Committee meeting, Peggy Haynes room, TK

Jan. 26 – Ken and Gloria complete editing. Distribute copies of Self-Study Report to Steering Committee for their review

Feb. 2, 12-1pm - Steering Committee meets to review documents and provide input – Peggy Haynes room, TK

Feb. 10, 12-1pm – Campus & Community Open Forum Brown Bag – UC Columbine A, cookies & drink provided

Feb. 11, 12-1pm – Campus & Community Open Forum Brown Bag – UC Columbine A, cookies & drink provided

Feb. 18, 12-1pm – Writing Team meets in Gunter to review input from Steering Committee and Campus/Community Forums

~~Mar. 9 – Self-Study Report is mailed to NCA~~

End of April (after Mary Breslin visit) – Report is mailed to NCA

Sept. 20-22 – NCA Site Team on-campus visit