



**NCA Writing Team  
Minutes of October 13, 2003  
And Updated Information**

Present: Emily Golson, Teresa McDevitt, Helen Reed, Judy Richter, Gloria Reynolds, Vinnie Scalia, Debora Scheffel, Robbyn Wacker

1. Teresa announced that Gloria Reynolds has agreed to prepare the Third Party announcements for the NCA Self-Study.
2. Most Sub-Committee Chairs were contacted to see if they had documents pertaining to their criteria. Margot has been printing copies of documents from the web. However, there is some concern that these may be superceded at some point prior to the visit and we need to have the latest information available. It was decided that a statement will be included in the Report to the effect that the hard copy is the official document of the University and the website will be updated as needed.
3. Robbyn copied information from NCA's website that explains what they are looking for in the criteria. Individual criteria are explained and these may be helpful to the Writing Team. The four themes are explained and they should be woven throughout the Report.
4. Charting the Future will replace the University Plan which focused only on certain aspects of UNC.
5. Criteria should be updated to incorporate new initiatives implemented since the Sub-Committees did their work.
6. Concerns were raised regarding discrepancies found between documents on the web and those available in hard copy.
7. There is a possibility that Administrative Fellows may assist members of the Writing Team in their work. If assistance is needed, contact Vinnie.
8. Links to websites should be reviewed in the spring to verify that sites mentioned in the Report are still there. Margot will notify departments and copy Vinnie when old information or a dead link is discovered.