



NCA Writing Team Minutes of December 8, 2003

Present: Vinnie Scalia, Teresa McDevitt, Debbe Scheffel, Helen Reed, Judy Richter, Robbyn Wacker, Emily Golson, Ken McConnellogue, and Gloria Reynolds

1. Each member of the team distributed copies of their portion of the document for review by all other members. They then reviewed their concerns as follows:
 - Chapter 1: Have we adequately addressed what is significant to UNC?
 - Criterion 1: How do we address topics that incite multiple viewpoints?
 - Criterion 2: This was written as though "Charting the Future" was finished and approved, anticipating the completion of the planning document.
 - Criterion 3: How do we adequately address "assessment?"
 - Criterion 4: Have we covered Program Review, Assessment? Is there equal representation of programs? It seems that we are missing strengths and weaknesses. Documents on the web need to be updated.
 - Criterion 5: Does this chapter's information agree with information in all other chapters?

Each team member will review all Criteria over the holiday break and will be looking for content gaps, errors, and redundancies. Some redundancy is acceptable. Ken and Gloria will then be formatting, checking grammar and punctuation, and editing for voice and effective presentation.

Vinnie suggested a mock site visit in late spring or early summer. In this way, we could see if we have everything in place and are prepared for the official site visit in September.

There was discussion again regarding a system for setting up the document room. Helen volunteered to work with Margot and anyone else interested in designing the system for document organization. We agreed that we should begin to copy documents and formulate indexing systems for paper documents and websites.

Ken requested that all team members forward their draft to him electronically.

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, 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

Sept. 22-24 – NCA Site Team on-campus visit