



**NCA Writing Team
Minutes of September 29, 2003
And Updated Information**

Present: Emily Golson, Ken McConnellogue, Teresa McDevitt, Judy Richter, Vinnie Scalia, Robbyn Wacker

1. Logistics: S:Provost/NCA2004 connectivity has been unavailable. Information Technology will contact you. **Update:** *A copy of an email message from Dutch Mulhern (IT) is attached with instructions for accessing the NCA2004 folder. All members of the writing team should now have access.*
2. Template: Okayed by Ken McConnellogue as presented to him. A hard copy of the Template is attached to paper copy minutes distributed to all members of the Writing Team. There are two parts to the template: (1) guidelines for headings, and (2) guidelines for layout of the document.
3. The approximate number of pages for each Criterion so far is as follows:
 - Criterion 1 – 31 pages
 - Criterion 2 – 43 pages without “Charting the Future” piece
 - Criterion 3 – 40 pages plus 6 more pages
 - Criterion 4 – 31 pages
 - Criterion 5 – 45 pages
 - Chapters 1-3, 5-7 pages
 - Chapters 9-10 will include policies and procedures (no number of pages yet)

For now, we should try to be concise but don’t worry too much about length.

Concerns expressed:

How can we substantiate assertions?

Is there an institutional plan for naming, i.e., “Institute” or “Center?”

Are we evaluating or describing in Criteria?

How have we addressed concerns? Goals for the future?

Have we addressed concerns of last Review?

Margot will distribute copies of the last Reviewers’ concerns for reference information.

Update: *These were sent by Debra Fliethman on 10/1/03.*

Vinnie will email the five Criterion Chairs/Co-Chairs to notify them that members of the Writing Team may be contacting them for further information. **Update:** *Vinnie sent this on 9/29/03.* Vinnie will also contact Gloria Reynolds to request an item in the online UNC Today with information regarding the Writing Team and where we are in the accreditation process.

Content for each Criterion chapter was discussed. The following sequence of content should be followed:

- Main Text should be Evaluation.
- At the end of the Criterion chapter, discuss strengths,
- And, end with UNC's issues and plans that have been implemented to address the issues and improve.

We may need to discuss at a future meeting ways in which we can tie budget into the improvements.

UNC's NCA website will be updated to include the Writing Team and their writing assignments. It will also have a notice that faculty, staff and students may be contacted by members of the Writing Team for follow-up information.

Requests for next meeting:

By the next meeting, which will be Monday, October 13,

1. Please contact the chairs of the criterion groups and obtain copies of documents that they might have.
2. Please review the previous NCA reports on UNC. Writing Team members who were part of the NCA Steering Committee or criterion groups already had these documents; contact Debra Fliethman if you need another copy. Writing Team members who were not part of the NCA groups last year will receive copies in campus mail.