CALL TO ORDER

Associate Provost Nancy Stokes called the meeting to order at 9:15 am. She gave an update on the draft report. Dr. Hickey is taking this evaluation visit very seriously. Dr. Hickey is reviewing and editing the entire report, and the report will have one voice, which works best. Target date for campus review of the 121-page report is the first part of November, with comments submitted before the Christmas break.

Ms. Stokes gave the names of the evaluation Team, minus the chair, which has not been assigned yet. Dr. Stroble and Dr. Angelo knew a couple of the team members and ascertained that those individuals were very expert in their fields of endeavor.

DATES OF INTEREST AND VISIT

THE COMPREHENSIVE EVALUATION VISIT WILL TAKE PLACE APRIL 28, 29, AND 30, 2003. FACULTY AND ADMINISTRATORS ARE EXPECTED TO BE ON CAMPUS AND AVAILABLE ON THOSE DATES

The NCA/Higher Learning Commission annual meeting in Chicago will be April 14-17, 2003.

COMMUNICATION

Various methods of communicating the visit to the campus were discussed. Dr. Angelo reported on the successful methods used by Dr. Stroble and her staff to prepare for the NCAT evaluation taking place in the College of Education. Among other things, Dr. Stroble held a “mock visit” with sample questions on strategic areas involving all the staff to better prepare them for a successful re-accreditation experience.

Dr. Malhotra said that we need more involvement of student leaders than in the past. Mrs. Gold also noted that it is important to involve SEAC and CPAC members as well. Mrs. Gold also suggested that also send out with the report a summary of the report, perhaps with bullets, something that could be read quickly. Dr. Stroble said this would be a good “memory refresher” or reference piece of the issues as well.

Mrs. Stokes said the past concerns of the focused and
comprehensive visits would be dealt with right up front in the report. There are also web links planned to direct people to specific items, such as the new rules that the Board of Trustees have passed since the last visit. The GIRs and each chapter will have “hot links” of interest to those reviewing the report. Dr. Witt suggested that our web pages and CD roms could be more readable, and that we should use CD roms where possible. This University was among the first, if not the first university to use the CD rom for reporting several years ago, so it would be best to continue to improve on that method of communication for this visit as well.

The report will be very concise and the strengths, challenges, and future plans by criteria will be the theme/format for the report.

**BALANCED SCORECARD PROJECT**  
A copy of the map for the Balanced Scorecard project was distributed. A few people needed some of the fine points of this map explained. The Scorecard methodology was explained by Nancy Stokes and how it is used to accomplished the “Charting the Course” plan that the President has initiated and is covering in open discussions on campus. Three areas of concentration are: Student Success; Research; and Public Good. College components of the Balanced Scorecard should be completed by very early Spring.

The web site will be updated to show how the Balanced Scorecard will coordinate with the NCA visit. There also will be links on the Balanced Scorecard web site to help people to better understand the concept.

**NEXT MEETING**  
The next meeting of the Self-Study Steering Committee will be Friday, November 8, 2002, at 10:30 a.m. in the McCollester Conference Room in Buchtel Hall.