CALL TO ORDER

Associate Provost Nancy Stokes called the meeting to order at 8:35 am.

SELF-STUDY REPORT PROGRESS

Chapters One, Two, Three, Four, Six, and Seven are posted on the web site now. Chapter Eight and the Summary are in progress, and the President is reviewing those.

Ms. Stokes introduced Dr. Terry Hickey, Sr. V. P and Provost, who commended the committee and Ms. Stokes for their dedicated work on the re-accreditation project. Dr. Hickey is editing the Strengths, Challenges and Future Plans in the report, and he wants the committee’s contributions as well. Those topics will be guidelines for the University in the next few years. Dr. Hickey is working on those parts of the report. He said that the President is likely to weigh in on that chapter as well.

Committee input for Strengths, Challenges and Future Plans are due via e-mail to Ms. Stokes by January 17, 2003.

Dr. Malhotra said that Chapter Five will be finalized this week. That would mean that Chapter Five could be on the web site by January 20, 2003.

The electronic survey and feedback form for campus comments on the self-study report should be ready on the web site later today.

Ms. Stokes announced that the cover for the report has been chosen. It will be the one with color similar in design as that of other University publications. She said the report needs to go to
the printer by February 15, 2003. The report and other publications and documents will be mailed to the NCA/HLC Chicago office and the University’s liaison as well as to each evaluation team member by March 15, 2003.

Ms. Stokes announced that a CD and video will be produced to include with the report, and she said that the CD will be sent to everyone on campus. Discussion ensued about the contents of the CD. Dr. Stoble said that the Power Point presentation her committee was working on would cover most items suggested. It was suggested that the recent commercials for UA be included if space allowed. It was suggested that all of this be placed on the web site, if space allows. Ms. Stokes asked the committee to e-mail her any additional suggestions for contents for the CD.

The Power Point project should be ready by the February 7th meeting.

PREPARATIONS FOR THE VISIT

In December, the subcommittees met to discuss methods of preparing for the visit and a handout was distributed as a guide. Besides the Power Point project, Dr. Stroble said there will be a scavenger hunt designed to familiarize people with the contents of the report. Carolyn Dessin volunteered to handle that exercise. Dr. Stroble will also have a quiz on Charting the Course. She will also incorporate something for the Balanced Scorecard initiative as well. Dr. Reed will orchestrate the Power Point project with assistance from Dave Stephens and Phyllis O’Connor.

The Resource Room preparations will be headed by Dr. Nichols with assistance from Dr. Auburn, Ms. Mulhollan, Mr. Jalbert, and Dr. Malhotra. The Resource Room will be in the new Arts and Sciences Building, and that will be the location for the evaluation team’s main work room.
NEXT MEETINGS

The committee agreed that bi-weekly meetings are now in order.

Below are the scheduled meetings to be held at

8:30 am in the McCollester Conference Room in Buchtel Hall:

January 27- Monday
February 7 - Friday
February 17 - Monday
March 3 - Monday
March 17 - Monday