CALL TO ORDER

Professor Nancy Stokes called the meeting to order at 1:35 p.m. and welcomed the 2003 Self-Study Steering Committee members. The committee of twenty-nine introduced themselves. The committee is a good mix of experienced people and new members.

DR. MARK AUBURN

Dr. Mark S. Auburn served as the NCA Self-Study Coordinator for the 1997 comprehensive visit and focused visit of 1999. He shared with the committee his vast knowledge of the University’s history, NCA expectations and goals, and history of past visits by NCA.

Dr. Auburn reminded the committee that in order for a university to receive Federal funding, the school must be accredited by an agency such as the NCA. When asked if the history of The University of Akron would be viewed as just that, history, by the consultant-evaluator team, Dr. Auburn replied that two months before the scheduled comprehensive visit, the Report of a Visit for 1997 and the Report of a Focused Visit of 1999 will be mailed to the team along with various brochures and information about the University.

Dr. Hickey and Professor Stokes heartily thanked Dr. Auburn for his excellent overview and welcomed him to the 2003 Self-Study Steering Committee.

CHARGE TO THE COMMITTEE

Sr. Vice President and Provost, Dr. Terry Hickey, welcomed the committee and charged them with the re-accreditation project. He told of his trip to Chicago with Professor Stokes and their meeting with the Associate Director of the North Central Association of Schools and Universities (NCA), Dr. Karen Kietzman, in Chicago. Dr. Hickey reminded the committee that this project is not just an exercise, but it will result in a blueprint of how things need to be done in future years at The University of Akron. He is counting on the work of the committee and cooperation from the entire campus to result in a good self-study report. It is his goal and that of the committee to have this work result in a ten-year accreditation—the way our university used to be accredited.

Dr. Hickey agreed with Professor Stokes that much of the work of the committee can be done offline as well as electronically.

PLANS AND PROCEDURES

Professor Stokes told the committee that she and Dr. Hickey discussed various plan approaches to use in writing the self-study report. Dr. Kietzman strongly suggested the standard method of writing the report by dovetailing the Five Criterion and
General Institutional Requirements as explained in the *NCA Handbook of Accreditation*.

Dr. Hickey supported the above approach and feels it would give a broader view of the entire institution compared to an approach that highlights a few strong, unique programs. Dr. Hickey emphasized the need to present a full report on our new programs of instruction such as our online instructional courses. He feels the NCA consultants will take a very hard look at distance learning courses.

Dr. Hickey also encouraged the committee to use graphs, charts, or anything that would illustrate how the University is handling its programs or problems addressed by NCA in the past.

Charlene Reed asked if the team ever uses electronic resource rooms. Dr. Auburn said he hasn't seen any yet. Dr. Tom Gaylord, Vice President and CIO, said he could set up secure accounts for the visiting team members to use for any electronic needs during their visit.

Nancy Stokes emphasized the importance of addressing any negative comments from the last Report of a Visit for 1997. Copies of that full report will be mailed soon. Professor Stokes asked the committee to read that report and familiarize themselves with the Five Criterion before the next meeting. The Committee members are asked to self-identify which subcommittee they might like to work on.

**SUBCOMMITTEES**

Professor Stokes said that in addition to working electronically as much as possible, subcommittees would be formed to handle various aspects of the report. They would likely be organized by the Five Criterion and the subcommittees were welcome to involve people who were not on the steering committee who have expertise in any area.

Professor Stokes asked for suggestions for additions to the steering committee. It was suggested that an outside constituent, such as an alumnus, might be added as well as a representative from the Human Resources Department. Debbie Roper will be the representative from Human Resources.

A subcommittee to work on writing the Preliminary Self-Study Plan was formed. Those volunteers are:

- Mark Auburn, Chair
- Carolyn Dessin
- Bonnie Filer-Tubaugh
  - Michael Jalbert
  - Charles Monroe
  - Elaine Nichols
Phyllis O’Connor
Charlene Reed

The Preliminary Plan Subcommittee will meet on January 31, at 1:30 p.m., Room 52 conference room, lower level of Buchtel Hall.

A Website Subcommittee was also formed:
Beth Stroble, Chair
Nishant, Owasthi, Grad. Student and Webmaster for the NCA project
Dolli Markovich
Bonnie Mulhollan
David Witt
Tom Gaylord

The Website Subcommittee will meet Wednesday, February 7, at 2:00 in Zook Hall 207.

ADJOURNMENT
Professor Stokes adjourned the meeting at 2:30

NEXT MEETING
The next meeting will take place on February 14th at 1:30 p.m. in the Board of Trustees Room on the second floor of Gardner Student Center. The room is located at the end of the hallway to the right of the student center’s theater.

cc: Dr. Terry Hickey
Sr. Vice President and Provost