NCA Committee Meeting
Friday, September 28, 2001
9 a.m.

Present: Chair Nancy Stokes, Drs. Mark Auburn, Chand Midha, Charles Monroe, Charlene Reed, David Stephens, Robert Veilette, Ernst Von Meerwall and Elaine Nichols, Janet Dawson, Carolyn Dessin, Michael Jalbert, Michael Morsches, Deborah Roper, Phil Brown, John Matejkovic, Greg Rogers

Implementation of the Assessment matrix

All subcommittee chairs can now input information on the web site. Everyone else can look at the site, but not input data. Chairs should input the questions that need to be asked of different persons/groups on campus. Questions should be developed using criterions. Question should be ready by all subcommittee chairs by Friday, October 5. Nancy Stokes will review on Monday, October 8, and get information back to the committee.

Unit and/or College Self Studies

Should we ask each academic unit to prepare a self-study? In discussion it was ascertained that departments complete an annual report to their dean, but not to the Provost, those that do have programmatic accreditation should have self studies, should we design questions that will go to academic units, what about support units. It was the decision of the committee to wait until we have the questions ready for the matrix and see what information is going to be needed. We need to give the units plenty of time to respond.

Balanced Scorecard discussion

The nominations for the Core Team are being reviewed. The Core Team will consist of a representative from the Vice President of Finance, Vice President of Institutional Research, Provost, Institutional Planning, Student Affairs and Human Resources. This team will ask questions and conduct interviews across campus addressing issues of the strategic direction of the institution and the institutional plan. The Core Team will analyze, synthesize, and codify the gathered responses and present them as a strategy map to the Leadership Team.

The Leadership Team will consist of the President, all vice presidents, one member of the Board of Trustees, two members from the Council of Dean, and Chair of Faculty Senate. This Leadership Team will review the strategy map and decide to accept it for dissemination and implementation, to ask for changes, or to return the report back to the committee.

Dr. Hickey suggests a group to serve between the Core Team and the Leadership Team. The group would be the “Consultative Body”. The Core Team would interview the component bodies within this group. The Steering Committee identified the following component bodies: Department Chairs, Buchtel College Council, Associate and Assistant Dean, Council of Dean, all Senate Committees, Planning and Budget as a separate body, SEAC, CPAC, Associated Student Government. There
was discussion to include groups that could provide an external perspective if it were possible to identify and time permitted.

Reports from Subcommittees

Dr. Nichols, subcommittee #3, has assigned people to write questions
Dr. Monroe, subcommittee #2, the committee is preparing a draft document with issues for matrix Dr. Reed, subcommittee #4, met with subcommittee #2 to tackle issues

Next meeting will be Friday, October 12, 9 a.m. in the McCollester Room.

Reminder to Nancy --- Bring the Self Study Planning calendar and copies of Charting the Course to next meeting.