



**NCA Accreditation Steering Committee  
December 12, 2002  
Meeting Notes**

- ❖ Paired Introductions
  
- ❖ Questions/observations about materials handed out or discussed at last meeting.
  - Catherine Schwoerer pointed out that the timeline isn't very detailed regarding the committee's actual work process. Deb explained that the committee would develop that more detailed timeline as we go along – the timeline in the Self-Study is for NCA requirement compliance.
  
  - Maurice Bryan questioned what we do with information that we don't necessarily want to include in the report but want to share on campus. Barbara said she thought they would sort themselves out as they come up.
  
  - Susan Twombly pointed out that Criterion Four doesn't focus too much on research and she wondered if the criteria are slanted more toward other types of institutions.
  
- ❖ Review Self-Study Plan.
  - Committee has 24 hours to get back to us with any suggested revisions.
  
- ❖ Patterns of Evidence Presentation/Discussion (Sandra had to leave so didn't do her presentation).

## ❖ Self-Study Presentations

- Do PPT presentation and discussion with:
    - Governance
    - University Council
    - Professional Schools (Whole Faculty)
    - Medical Schools
    - Student Groups
  - Kim said that presenting to everyone on campus is a huge number of meetings – might work to do brief points in other communications/publications.
  - Barbara said we need a marketing plan. Barbara talked about the importance of communicating regularly with the university community.
  - Mary Ryan wondered why we didn't have the Edwards Campus mission statement as a handout.
  - Ed Dismuke thought we should get a handle on the elements of criteria that we expect university groups to know something about before we do a communications plan.
- ❖ By the next meeting, let's have all the mission statements. They will be added to the website.

### **For Next Time:**

- Think more about groups to whom we should do presentations. Develop plan.
- Round up all the mission statements.
- Look at scheduling meetings on Wednesdays from 2:00 – 4:00 p.m.
- Review criteria in more detail.