Accreditation Steering Committee Meeting
Minutes
May 15, 2014

Present: Dottie, Becky, Matt, Eric, Brad, Jo B, Jan P, Dr. Barnes, Tina
Absent: Scott, Randi

The meeting minutes from 5-1-14 were approved.

The visit dates have been confirmed- March 28 and 29, 2016

Finalized list of Criterion Teams -These were completed at the Faculty Senate Meeting earlier today.
Dottie will type up the finalized teams and get it out to everyone.

Arrange a meeting
Criterion Teams
Each Team Leader will arrange a meeting-either in person or virtually.-
   The students do not need to come since they are gone for the summer.

   Dottie said she would be happy to go to the meetings if anyone wanted her to go.
   Meet with team at least once before the next Steering Committee meeting which will be
   on June 24 at 10:00 a.m.

Options for storing evidence and arguments:

   Base Camp
      $240 a year/10 Projects/3GB
      10 spaces are available so each criterion team would have a spot.

   Common (x) Drive Option
   Dottie said some schools are using other software and some are just using the HLC Assurance System
   The consensus was to just use the HLC Assurance System and the Common (X) Drive as the backup.

Discussion –“Checklists & Criterion Links”
   Some section will overlap.-When the findings are brought together to the committee the final decision will be made as to which section it should go into in the final draft.
   Assumption Checklist:
   A lot of discussion on how the sections are divided-Leave all of the 3’s in 3 and 4’s in 4.
   The HLC put these categories together-we need to keep them how they are.-Everyone is in agreement
   We need to keep item 4.4-Vet Tech is separately Accredited.-Dottie will make the change

   Assurance Section Checklist:
   Comments from the last Accreditation Visit
   Conditions of Affiliation-Do not need to be addressed.
Dottie will get clarification from the HLC on items 27, 28 and 29 and report back to the steering committee - do we need to address these items if we have decided not to pursue these separate programs?

Assignment – Data Collection/Draft Writing
Each team is to do a draft collection/draft writing on one of their items to bring back to the committee to make sure everyone is on the same page.
Dottie and Scott picked the items and have assigned them to each team.
    Gather evidence, write one – two paragraphs.
    Identify 1 – 2 ways that NCTA can improve its effectiveness within the team.
    There is a sample assurance argument in the packet for reference.

Additional conversations
Dates of summer meetings
    June 24, 10:00 a.m.
    July 22, 10:00 a.m.
    August 21, 10:00 a.m.
Other items
    None