

NORTH CENTRAL ASSOCIATION  
CRITERION FOUR  
CO-CHAIRS: REBECCA BORGS MILLER & STACY BUCKINGHAM  
PROGRESS REPORT  
AS OF DECEMBER 14, 2004

**STATUS / MEETING SUMMARY:**

Initially, we took our list of committee members and divided it into four sub-committees focused around the four Core Components of Criterion IV. Our sub-committees consist of five to six members each. We selected a person to head up each of the sub-committees and contacted them. The selection of our sub-committee heads was based on either past NCA experience or possible writing skills. Attachment 1 contains a list of our sub-committee assignments. In September, we met with these four individuals prior to bringing the whole Committee together. At this time, we gave them a checklist of their responsibilities as the Head of a sub-committee. This list is shown as Attachment 2. The Heads of each sub-committee have expressed interest in attending the NCA Conference in April of 2005.

An initial meeting of the entire Criterion IV Committee was held in the Board Room on Thursday, September 16, 2004. Attachment 3 contains the minutes of this meeting. These minutes were distributed to each committee member.

We asked the sub-committees to meet three times during the Fall semester. Each of the four sub-committees had a meeting in September, October, and November. The Heads of the sub-committees handled scheduling times, locations, sending reminders, and meeting notes. As Co-Chairs, we made sure to track meeting times and that either one or both Co-Chairs were present at each sub-committee meeting. These meetings averaged one hour each. While there were varying levels of interaction across the different groups, overall there was good participation and interaction during these meetings. Attachment 4 contains a matrix detailing the attendance of each Committee member for the meetings held throughout the semester.

The Committees were able to become familiar with the backgrounds of their members. They discussed each example of evidence listed under their respective Core Component, and brainstormed about potential resources. Based on notes and minutes from all of the sub-committee meetings, the Co-Chairs were able to compile a lengthy list of potential resources or possible evidence that relates to the various Core Components. See Attachment 5 for a resource listing by sub-committee. There are various general resources and several more specific resources that overlap across more than one sub-committee. However, there were several potential resources that we felt pertained only to one particular Core Component. The sub-committees have assigned an example of evidence for each member to investigate further and collect additional more detailed information on. For now, we have asked each sub-committee Head to maintain an evidence file for any specific documents that are collected by their members.

On December 6, 2004, we again met with the Heads of the four sub-committees to review the progress of the Fall semester. We asked the group if they had any questions or had encountered any problems during the semester. Any issues are discussed in the following section. We plan to schedule the 1<sup>st</sup> Spring meetings around the middle of February.

**QUESTIONS / CHALLENGES / PROBLEMS:**

- 1) Can the Heads of our sub-committees attend the Chicago NCA Annual Meeting in April? Will there be travel funds available to send these members?
- 2) How much paper documentation, (i.e. brochures, policies, surveys) should be collected at this time? Some sub-committee Heads are putting more emphasis on collecting documentation. However, others feel it is too early in the process to accumulate much documentation.
- 3) Who should make the decision as to which information/documentation is relevant for reporting purposes?
- 4) The Heads of each sub-committee have a difficult time setting a meeting time that accommodates the schedule of all their members. It is very difficult to get 100% attendance at the sub-committee meetings. There have been various conflicts with other meetings, conferences, doctor's appointments, etc. At the meetings where all Committee members were present, it made a significant difference in the amount of information exchanged. As Co-Chairs, we have tried to stress the importance of working hard to check schedules and find a common time that accommodates everyone. It has still been a struggle. Again, see Attachment 4 for meeting attendance information.
- 5) We have encountered one situation where a Committee member was reluctant to contact potential resources. He felt that due to the overlap between the various Criterion and Core Components that these sources would not appreciate multiple Committee members contacting them to gather data.