



**Minutes  
NCA Criterion 1  
Committee Meeting  
January 18, 2006, 3:00 p.m.**

**Present:** Sylvia Barnier, Megan DaPisa, Casey Fawbush, Jarilyn Gess, Sheryl Jones, Lisa Nawrot, Carol Sibley, Jayne Washburn, Karla Wenger, and Carolyn Zehren

**Absent:** Cynthia Phillips, Warren Wiese

Motion by Sheryl Jones to approve the minutes from December 7 and seconded by Casey Fawbush. Correction in Jarilyn's last name Gess not Jess. Approved.

**Steering Committee update**

1. Criterion One needs to pick a different date for NCA Liaison Visit--conflict on March 29  
Dates not available: March 8, 13-17, 23, 31-April 4, April 5, 6, 10  
Tentative date: Tuesday, March 28 9:00-11:00, CMU 101

2. Combined data from faculty and staff days (handout)

Faculty return 29,7 staff return 60 from online registration where we asked them do you know the mission, summarize, find, strong agree/disagree. Staff numbers tend to be lower for mission awareness, shifted to the right, the staff tend to agree more than the faculty. We will look at the data a year from now and compare, hopefully all will shift to the right. Core 1C -- 22.3 faculty agree and 47.7 staff agree. We need to write the report before we collect the second set of data. Faculty tend to answer more extreme ends of strong agree or strongly disagree than staff. We should use this information at the open forum, visual aids, report these statistics to get peoples attention to entice them to come and explain their responses. Have not surveyed students yet, target data for students is Fall 2006.

First draft of this report is meant to be written this March. Revisions in the summer.

3. Budget for FY 07

The FY 07 budget was distributed.

Publicity Note: The staff awards brunch date has been set for January 31. NCA team will place flashlight mission card holders on the table at each place setting and a thank you from the steering committee.

Faculty and staff will get blinking buttons with our log our time to shine, required to wear on certain days.

All faculty and staff will get a letter from the President kicking off the self study, in the letter will be a magnet with the "Our time to shine" logo in early February.

4. NCA Liaison Visit, Criterion 1 to meet with John Taylor March 8th, find time

Team 5 will meet him for breakfast. Our first choice is 11:00-12:00. Purpose of this meeting is to ask him questions. We can email him the questions prior to his arrival. Q&A for NCA liaison, re-accreditation reports, we can ask “What have you seen other people doing?” “Is there something we have not thought of?” “Do you think our data, in terms of awareness, is this low/high good/bad.” He will receive our outline of entire report prior to the visit.

5. Revised Themes (handout)

The Revised Themes handout prepared by Deb White was distributed. This is an internal document of themes and ideas you should use as you write your report.

6. Self-Study Report Overlaps (handout)

Core 1a History moves to an introductory chapter

Core 1b focus on documents

Core 1c great overlap with criterion 2d

Core 1e documentation only

Core 1d nothing changed

Jayne will make revisions in the outline and submit for review prior to next Steering Committee meeting, Wednesday, January 25. Check your core with the revisions and make certain they match the steering committees overlap report

**Committee members**

Megan DaPisa will join Sheryl Jones on 1b. (Amy Phillips was on 1b and 1c and Cindy Phillips 1b) Possible additions to our group Barb Seiler (Sylvia will contact), Jeremy Johnson and Phyllis May-Machunda (Jayne will contact).

**Next assignment for Core Component Groups:**

Prepare data requests bring to meeting on Wednesday. Be specific.

Data grid, index will be prepared

<http://www.mnstate.edu/ncavisit/ResourceRoom.htm>

Iris Gill, Institutional Research web site: <http://www.mnstate.edu/institut/index.htm>

**Student Academic Conference – April 12, 2006**

Looking for student members from the Criterion teams to get together and prepare a poster for the conference. (e.g., use the “Time to Shine” logo, include this is what accreditation is, these are the five areas, these are the team members, dates of open forums). A way of getting the student members of the teams involved. Deadline Feb 7 to submit notice to participate—this poster will summarize the upcoming 2007 accreditation visit. Megan DaPisa from our team will volunteer to help.

Next meeting: Feb. 1, 3:00-5:00 pm, MA 268

Jayne Washburn, Recorder