



**Minutes
NCA Criterion 1
Committee Meeting
December 7, 2005, 3:00 p.m.**

Present: Sylvia Barnier, Jarilyn Gess, Sheryl Jones, Lisa Nawrot, Carol Sibley, Jayne Washburn, Karla Wenger, Warren Wiese, and Carolyn Zehren

Absent: Casey Fawbush, Cynthia Phillips

Motion to accept the minutes of November 16 approved by Jarilyn Gess, seconded by Carolyn Zehren.

Introduction of Megan DaPisa as student member to Criterion One Team. She is a junior majoring in Special Education and minoring in Psychology, and plays soccer, from Arlington Heights, Illinois.

Lisa showed the group the "Time to Shine" flash lights. They were to be distributed at the staff accreditation day, but shipment was delayed due to the blizzard. These lights will be given to all FYE classes this fall. Jarilyn suggested distributing them to the 200 students in MDS 109.

The glow sticks will also be distributed at the 4th of July along with, Frisbees, etc. with "Time to Shine" Logo. Lisa asked if we would wear Tshirts, polo shirts or club shirts.

Steering Committee update

NCA Liaison will visit for 2-3 days in February-March. An opportunity for meetings, nothing specific, but a draft of report with basically our outlines will be a framework for discussion.

Karla will send out an updated timeline to the team members.

Open forum date for Team One is scheduled for Wednesday, 3-5:00 March 29, 2006, 3:00-5:00, room TBA possibly library porch, Carol Sibley will reserve if available.

Format: What do we want to ask? What do we hope to gain? It will be open to the university community. PR will advertise, publish our outline on the website first, link to outline and encourage them to come to discuss. Feedback from them on awareness of mission statement and how we could change the mission statement if we should?

- 1- elicit feedback of outline
- 2- elicit feedback on the university mission statement (like or change)
- 3- how divisions see themselves using the mission statement (how do you use it)
- 4- chance to share information we have found
- 5- reaccreditation in general, criterion specific
- 6- formal panel discussion Q&A format

- 7- pre-plan questions to get it going, plant questions with guests
- 8- PR paying for refreshments

Ads in Continews and Advocate to include a list of questions, may be published a few weeks before January and target faculty/staff. The Fall of 2006 will target students and the community after a draft report is available. Another set of open forums in 2006-2007.

MSUM Self Study Themes from Deb White, use while we write our report. Generated from previous years focus groups steering committee and other sources. Goal that our entire finished report will tell a story and sound alike, consistency. Opportunity to look at these themes and edit review these themes and comment to Deb White by Friday, December 8.

NCA Overarching Themes: Learning Centered, Distinctive, Student Centered, Future Orientation, Connected. NCA says we don't have to explicitly use any of these, but as much as you can bring them out with stars in the margin. Flag report with themes where they are located in your chapter.

MSUM Self-Study Themes

1. Best of both worlds

- a. Disagree with both a large and a small institution (don't have the financial resources like a large institution, we don't have the library of the University of Minnesota, not a research institution.
- b. Suggest adding "undergraduate" research
- c. Delete c. and Rewrite a.
 - a. MSUM has beneficial qualities of both a large and small institutions with access to resources, skilled faculty and research opportunities.

3. Integrative collaborative learning

- b. Suggest adding "undergraduate" research and teaching

Faculty doing research or students doing research???

4. Accessible

- a. delete "(although less than in the past)"
- c. open and available ??? as opposed to what?
- d. what does "specifically" mean? Take out that word??

Students are taught to work with different diverse situations

Learning disability, learning style, demographics?? What does diverse mean in this statement?

5. We value a collaborative....

Exclusions civic responsibility, service and citizenship need to be more prominent and distinguished

b. clarify the services we provide to students as opposed to our students serving the community

Add academic service learning
Faculty personal growth?? Where is it??

Core Component Outlines

Copies of the core component outlines were distributed and reviewed. Looking for overlap and things that might be omitted that should be there. Be sure to denote strengths and challenges. Suggestions for revisions follow, please make these corrections in your outline and email to Jayne by Friday.

1A Sylvia & Lisa

Some overlap with 1C

Working on an organization chart for 1A that will show all divisions, departments and flowcharts.

Where should it go? Should it be in 1a or in a preview chapter?

2003 short version 1997 long one before

Pull history from the last NCA report

Uniqueness 2b from professional staff day (notes to Lisa)

Component 1b: Sheryl & Cynthia

Sheryl asked for help on the 1b outline as Cynthia has been busy and Amy has left the team.

Component 1c: Jarilyn, Karla

First examples of evidence knowledge of the mission statement (mission awareness belongs in 1c not 1a) 1 outline weaknesses mission statement present in all offices, etc. should be part of 1a PR Committee is mailing mission statements to all offices in January. President's office funded framed mission statements to be posted several years ago. PR is working on this now (Reminder: if you can fix it now, fix it, so PR is working on making the mission statement visible HOME page, posted all over.

Continuing to live our mission move from 1c to 1a

B. Student Affairs Division (Correct names for departments): 6. Housing and Residential Life, 7. Student Union Activities, Delete 8. FYE move to Academic Affairs, 12. Multicultural Student Affairs, Delete 14. Student Life, 13. Student Support Services, include Orientation, Judicial Affairs and Academic Service Learning, Delete 15, Add National Student Exchange.

Component 1d: Warren & Carolyn-Governance

Org chart mirror 1ds governance outline

Very well defined how decisions are reached at MSUM. There is an effective representation on the cabinet and on the council. This is a shared consultation of governance, it is not top down, consultation to and from president these are strengths and weaknesses, because decisions don't happen quickly.

Component 1e

1a. Federal add FERPA 1b. State add MnDPA

www.mnstate.edu/regs/FERPA

add 2. Intellectual integrity –d. Academic Freedom,
4. a. make points not group all
add to 4. Internal Compliance d. Students iv. Student Code of Conduct,
add to External relationships White Earth
add to 8.a. Bargaining agreements web sites

EMAIL revised outlines to Jayne by Monday. She will reformat them into one outline for the Steering Committee.

Next meeting: January 18, 2006 MA 268

Jayne Washburn, Recorder