



**Minutes  
NCA Criterion 4  
Committee Meeting  
September 7, 3:00 p.m.**

**Present:** Rinita Dalan and Ted Gracyk (Co-chairs), Phil Baumann, Ellen Brisch, Ed Choate, Shawn Ginther, Barb Hoppe, Ok-Hee Lee, Susan Peterson, Wil Shynkaruk, and Marsha Weber.

Agenda Items:

1. Approved the minutes of August 31<sup>st</sup>.
2. Announcements and reports:
  - reported items of concern that we defined at the 31 Aug meeting are on the steering committee agenda
  - gave us a handout on materials in the self-study room
  - reviewed the grids for 4 core components that were distributed August 31
  - announced that Jon Rosenthal will be a featured speaker at the Oct 14<sup>th</sup> Faculty In-Service Day and recommended that the Criterion 4-B subcommittee try to meet with him by contacting Tim Borchers
3. Overall discussion on the process included suggestions that:
  - we need to look at existing documentation (mission and planning documents) and link to existing documentation – we should not have to create much documentation
  - our report should be very broad-based
  - get more clarification from the Steering Committee on what kind of balance we should be looking for in respect to policy vs. programs
  - we look at the various college mission statements as well as the MSUM mission statement
4. Breaking into Sub-Committees – the following sub-committees were established:

Criterion 4A	Criterion 4B	Criterion 4C	Criterion 4D
Ed Choate Wil Shynkaruk Phil Baumann	Marsha Weber Ellen Brisch Rinita Dalan	Ok-Hee Lee Susan Peterson Shawn Ginther	Ted Gracyk Barb Hoppe

5. Sub-Groups will use and modify the grids for 4 core components that were distributed August 31 and define what info that would be useful for us needs to be found
  - Ted will email copies of the grid spreadsheet to committee members
  - An initial listing of materials required should be forwarded to the steering committee by Sept. 28.
6. A short discussion was held on what committee members had liked on other reports. Eastern Illinois' report was mentioned as a good example.
7. Homework: Look at some of the other reports before our next meeting on September 21<sup>st</sup>. Many are available at <http://www.mnstate.edu/ncavisit/links.htm>

Meeting was adjourned at 4:55

Minutes submitted by Barbara Hoppe, 09/15/05