



**Minutes  
NCA Criterion 5  
Committee Meeting  
August 31, 2005, 3:00 p.m.**

**Present:** Kathy Scott, Tony Bormann, Linda Svobodny, Teri Walseth, Brittney Goodman, Sara Leigh, Terry Kroke, Tim Harms

**Absent:** Ginny Bair; Kathleen Paulson; Veronica Michael; Craig Ellingson; Len Sliwoski

1. The meeting began with members introducing themselves. Several members who were absent had conflicts with this meeting date but expressed that they has the 3-5 time slot on their calendars open for the rest of the year.
2. The Resource Room for the NCA teams is in the Library, Room 214. You need to check a key out at the Library's Reserve Desk. Your name will be on a list. You may check out materials from the resource room for up to 48 hours. Included in the room are hard copies of criteria reports from schools who have used the new criteria.
3. The group had a lengthy discussion about the definition of "engagement" and "service." The following are brief summary notes of that discussion:

**Service:**

Can be 1-way  
Professional  
Cultural  
Recreational  
Intellectual  
More "action" than "engagement"?

**Engagement:**

2-way  
Exchange of information with the community  
In-touch, in-tune  
Partnership  
Motivation  
Intent  
Service is valued if there is engagement  
Civic?

**The only way to know how to serve is to be engaged with the constituents we want to serve.**

Kathy Scott noted that she has some Campus Compact and other materials that may help us with definitions. Brittney spoke with Craig Ellingson and he recommended getting information from Amy Phillips, who now has all of his Academic Service Learning/Campus Compact materials.

The group went through Criteria 5 of three of the NCA reports from the Resource Room (Northern Colorado; Saginaw Valley State U; and Eastern Illinois U.).

4. We briefly discussed the core components and foci, binder section 3-1-6, keeping in mind that the “examples of evidence” are not cut in stone and are only “examples.”
5. The majority of the meeting was working on our chart of constituencies and data. We need to have the majority of our data requests to the Steering Committee by September 28<sup>th</sup>, declared as “data dump day.” The following is a listing of the constituencies and data we came up with thus far:

6.

<b>Constituent</b>	<b>Data Available</b>	<b>Stored?</b>	<b>What is needed?</b>
School children	List of library visits	Travis Dolence/Brittney Goodman	Put in usable format
Children with special needs	List of referrals	Linda Svobodny	
Beginning teachers – both alum and non-alum			
Alumni			
Volunteer organizations - nonprofits			
Academic Service Learning partners		Amy Phillips; Kathy Scott; others?	
Misc.	Grant applications	Judy Strong	
Misc.	IRB proposals	IRB Chair	
Misc.	Biennial Reports	Dept.Chairs; Academic Affairs	
International Students		Kim Gillette	
Community	Accounting services – list of how many served by acct. students during tax season		

Community	Public Astronomy Programs	Todd Nolte	
Community	Science Ctr. programs	Tony Bormann	
Community	List of dragon ambassador events	Jeremy Johnson	
Parents	Family Day list of activities	Admissions	
Teachers	Science Ctr - # of teachers, classes	Tony Bormann	
Community	# of government documents held; checked out	Bill Kenz	
Community	Public legal reference collection	Larry Schwartz	
Community	Nemzek events scheduled; community facilities	Keenan Spiess	
Students with disabilities		Greg Toutges	
Student teachers			
Alumni	Career services list of services to alumni		
Children	# of children read to annually during Read Aloud Program	Carol Sibley	
Libraries	# of books donated to public and school libraries from Read Aloud Program	Carol Sibley	
Parents and children	Daycare services		
Children	List of programs – Steve Grineski	Steve Grineski	
Community	4 <sup>th</sup> of July information	Administrative Affairs	
Community	Information on Movies at Weld	Rusty Castleton	
Community	Information on Theatre	Craig Ellingson	
Community	Services provided under Library “Community Borrower Card”	Pam Werre	
Students	Student Group	Angela Boser	

	/Organization information & activities & volunteerism		
Students	Res. Hall programs	Kim Brosdahl/Beth Conner/Christy Feist; Jennifer Gifford	
Senior citizens	Senior volunteer system		
Senior citizens	Seniors get to take courses for free – list of #'s of seniors using this free option		
Children	Read Across America Program information		
Students	Efolio information and participation	Diane Wolter	
Students	Co-curricular transcript	Angela Boser	

### 7. Other discussion:

It was suggested that we could ask for a copy of every program's accreditation report to see what they list under "service."

### 8. Action Items:

Brittney will make a copy of the "CIC Report" from the University of Illinois that she found useful and distribute to members at the next meeting.

Brittney will have a student make copies of the Criteria 5 section from each of the NCA reports in the Resource Room to distribute at the next meeting.

Teri and Brittney will work on the Constituencies/Data chart.

Everyone needs to think of examples of data that will give evidence for constituencies they serve.

**Next meeting:** Sept. 7, 3 pm, LI 120D