



**Minutes  
NCA Steering Committee  
January 10, 2007, 3:00 p.m.**

**Present:** Co-chairs Judy Strong and Deb White, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Leigh Wilson-Mattson, Lisa Nawrot, Teri Walseth

**Minutes:** Moved by Gracyk, seconded by Goodman to approve the minutes of November 29, 2006. The minutes were approved as amended.

**Update on Self-Study Report:** Borchers circulated proofs of the cover and tab sheets. The report will be printed tomorrow then assembled into binders. Copies will be available to the Steering Committee on Friday, January 12, 2007, in the Office of Academic Affairs. It will be shipped to the HLC Office and site evaluators by Tuesday, January 16, 2007. Strong stated that almost all the materials to send with the report have been collected. A copy of the documents and DC submitted to the Board of Trustees in a 2005 presentation was circulated. Strong added that it will be included in the materials sent with the Self-Study Report.

**Mock Visit with SCSU:** Strong stated discussions with personnel at St. Cloud State University on a date for a mock visit are still underway.

**Preparing the Campus Subgroup Update:** White announced the subgroup is scheduled to meet following the Steering Committee meeting. Meetings with individual offices/departments are planned to begin in late-January. Borchers distributed draft copies of the handout that will be distributed to the campus community. A similar publicity brochure from MSU Mankato was circulated. Dalan reviewed the telephone conference call discussions held with personnel at MSU Mankato regarding their reaccreditation visit. A number of suggestions such as, having tech support available 24-hours during the visit both on- and off-campus and to be sure the various groups the evaluators request to visit are prepared.

It was suggested the evidence statements be put on the NCA Visit website as a separate document and that a smaller version of the document be put on the MSUM website for parents to view.

**Visit Logistics:** The visit logistics will be handled by Strong, Borchers and Marla Smith. Packets of campus materials for each evaluator will be prepared by the Logistics Subgroup. It was suggested to use Dragon Ambassadors to walk evaluators to the various meetings across campus. A minivan has been reserved and drivers will be scheduled to transport the evaluators to and from campus.

**Resource Room Subgroup Update:** Strong announced that an acronym list was created and is part of the report appendix. Seven plastic storage boxes and colored file folders have been purchased to hold the paper resource materials and will be organized by chapter.

**Publicity Subgroup Update:** Discussion ensued on a suggestion to combine the Publicity Subgroup and the Preparing the Campus Subgroup. It was determined that while the two subgroups overlap, their roles are distinct enough that each should proceed separately. It was agreed that the Preparing the Campus subgroup will be responsible for overseeing the Publicity Subgroup. Nawrot report that posters and table tents are being prepared.

**Executive Summary:** Discussion ensued on a format and how much information is needed in the Executive Summary.

**Announcements:**

- Strong suggested that an All-Campus Celebration be held on Wednesday, March 7, 2007. The CMU Ballroom has been reserved from 3:00-5:00 p.m. Some suggested the celebration be from 1:00-3:00 p.m. or at least earlier in the day.
- White circulated information on the NCA Annual Meeting, April 20-24, 2007.

**Next Meeting:** February 14, 2007, at 3:00 p.m., in OW 207.