



**Minutes
NCA Steering Committee
January 11, 2006, 3:00 p.m.**

Present: Co-chair Judy Strong, Tim Borchers, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger

Minutes: Moved by Goodman, seconded by Malott to approve the minutes of 12-14-05. The motion was approved unanimously.

It was requested that items for the Introductory Chapter(s), listed on page 3 of the Self-Study Report Overlap document, be discussed at a future meeting.

Strong announced that College and University Trend Sheets are available on the Institutional Research web site. A color copy of the redesigned NCA Visit web site index page was distributed for comment. The redesign will be uploaded this week.

Strong reported that the Open Forum for Criterion Team 1 scheduled for Wednesday, March 29, conflicts with the College of Education and Human Services All College Retreat. CT1 agreed to select an alternate date taking into consideration the other Criterion Team open forum dates (3/23, 4/5, 4/6, 4/10) and John Taylor, NCA Liaison, visit March 8.

PR Report: Nawrot distributed and reviewed the committee's Summary and Budget Request. It was noted that Doug Hamilton is working to have MSUM's mission statement consistently used. Additional printed material ideas included placing the mission and NCA visit logo in the class schedules, The Bulletin, MSUM planning calendars (sold at the Bookstore), and on the MSUM homepage were suggested, along with placing ads in the Advocate and Today/Tomorrow News. Discussion followed on having student team members present on NCA Re-accreditation at the Spring 2006 Student Academic Conference. Co-chairs agreed to discuss this at team meetings next week and report at the January 25 Steering Committee meeting. The suggested merchandise list was reviewed and it was agreed to distribute the business card flashlights at the Staff Appreciation Brunch on January 31. Strong noted that refreshments for the open forums are included in the current NCA budget. Nawrot reminded the Steering Committee that the faculty/staff awareness campaign begins this spring and the student awareness campaign next fall. Moved by Goodman, seconded by Rowse to approve the Publicity Budget with the no-and-low cost additions, and to split the budget into FY06 and FY07. The motion passed unanimously. Nawrot also reported that data collected at the Staff Open Forum would be available soon.

Criterion Team Updates: CT1 distributed an organizational chart entitled Planning at Minnesota State University Moorhead" for review by the Steering Committee. No additional reports were given.

Data Categories: Strong distributed a Document/Data list that was compiled by the Resource Subgroup. Seven main categories will be used to sort documents and data. Subcategories will be used as needed. It was agreed that paper documents/data would not be converted to electronic format. Teams were encouraged to request documents/data if they were the only team needing the material, but to be sure to notify the Resource Clearinghouse Subgroup (White, Strong, Smith) of the materials' location.

Draft Budget for FY07: Strong distributed and reviewed a draft budget for FY07 noting that the line item for Publicity would be added based on the recommendation of the Public Relations Subgroup. Additional line items were added including speakers for Faculty Professional Development Day, four open forums- two fall and two spring, and printing/duplication costs. Strong agreed to check whether faculty release time was to be awarded for FY07. Criterion Team 5 agreed to brainstorm on ways to involve the community in the process and to check on making a presentation at President Barden's Advisory Board meeting in April and/or October.

Liaison Visit: Strong requested a chapter outline from each Criterion Team by February 20. Teams are to compile a list of questions and noted that the questions can be emailed to John Taylor in advance. It was agreed that each Criterion Team would be scheduled for a 30-minute timeslot the morning of March 8. The Steering Committee is scheduled for a working lunch (12:00 – 3:00 p.m.). Criterion Team 5 agreed to take the 8:00 a.m. timeslot with a breakfast meeting. It was suggested that time be allotted for President Barden and/or Vice President Midgarden to meet with Taylor.

It was requested that the NCA overarching themes be discussed at the next meeting.

Next Meeting: January 25, 2006 at 3:00 p.m. in MA 268.

The meeting adjourned at 4:05 p.m.