



Minutes
NCA Steering Committee
January 25, 2006, 3:00 p.m.

Present: Co-chairs Deb White and Judy Strong, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger

Minutes: Moved by Strong, seconded by Walseth to approve the minutes of 1-11-06. The motion was approved unanimously.

Criterion Team Updates:

CT1: The rescheduled Open Forum will be held on Tuesday, March 28, 9:00-11:00 a.m. A room in the CMU will be reserved. The team prefers an 11:00-12:00 p.m. timeslot to meet with John Taylor, NCA Liaison. The CT1 student member agreed to participate in an Academic Conference poster session. Borchers agreed to check with the CT2 student member regarding the poster session. Barb Seiler has agreed to assist the team since some members have been unable to attend team meetings.

CT2: Preference is for 9:00-10:00 to meet with Taylor on March 8. The team is working on data collection and looking for benchmark data between MnSCU institutions. Strong agreed to check for this type of information/data.

CT3: Would prefer 10:00-11:00 to meet with Taylor. The team has been discussing potential questions for Taylor, planning the open forum, and subgroups are gathering evidence and working on the chapter draft. The team remains interested in conducting a survey of both students and faculty. The team is looking for information/data on "learning environments" specifically within the dorms. It was suggested they contact Beth Conner, Director of Housing and Residential Life, and the Alcohol and Drug Task Force. It was noted that AAC is discussing learning communities in the dorms for next academic year.

CT4: Preference is for 10:00-11:00 meeting with Taylor. The team has been reviewing the overlap document. Discussion on the amount of detail expected in the chapter drafts ensued. It was agreed to visit with Susanne Williams on her preference for unpolished paragraphs vs. bullets. The team has contacted Dorothy Suomala, Director of Graduate Studies, and she is supportive of a mission statement for the graduate program and will follow through on providing documents/data as requested. The team requested that the overlap documents be posted to the NCA Visit website and it was agreed that they would be placed in a secure folder accessible only by Criterion Team members. The electronic Resource Room vs. the Master List document was discussed and it was agreed that documents collected would be linked from the Resource Room only.

CT5: CT5 will have a breakfast meeting with Taylor beginning at 8:00 a.m. A count for the meal is being taken. The team has also been discussing guidelines for writing the draft. It was decided that teams should refer to items in a descending order of importance in the chapters. Teams were reminded to note which items to use in sidebars. CT5 is also interested in conducting a campus survey, but not until later in the semester. It was agreed that each team interested in conducting a survey delegate a representative to serve on a subgroup. White agreed to convene the subgroup once names are submitted to her and that surveys of both students and employees would be conducted after spring break. Goodman agreed to represent CT5.

NCA Liaison Visit: Strong and White will finalize arrangements for Taylor's visit. Strong noted that President Barden will meet with him as well as the teams. It was suggested that an announcement of his visit be posted on the homepage and Nawrot agreed to handle this.

Public Relations Subgroup: Nawrot updated the Steering Committee on PR activities. A sample of the flashlight/mission giveaway that will be distributed at Staff Appreciation Awards on January 31 was circulated. Nawrot agreed to get a list of open forum dates on the MSUM homepage. Nawrot reported on discussions with Les Bakke regarding attempts to get a link for the MSUM mission statement on the homepage. It was noted that mission statement links are prominently displayed on homepages of institutions under accreditation review.

President Barden joined the Steering Committee meeting and expressed his appreciation for the hard work the committee has been doing.

Discussion on the homepage continued and Dr. Barden agreed to follow up on questions raised by the Steering Committee. Nawrot reported that a letter from President Barden is being drafted to apprise the campus community of Reaccreditation events, etc. She also distributed a logo magnet to each member that will be included with the letter.

Discussion followed with Dr. Barden on evaluation teams being trained on the new criteria, issues regarding federal legislation of higher education, and assessment of higher education.

Open Forums: CT2 may need to reschedule their open forum.

Items for Introductory: Items to address in the introductory chapters were discussed. It was agreed that mission would be included in an introductory chapter and referred to by Criterion Team 1. CT1 and CT2 agreed to draft introductory chapter outlines for the Self-Study Report and bring back to the Steering Committee for review.

Budget for FY07: Discussion on release time during AY06-07 for faculty members of the Steering Committee continued from the previous meeting. It was agreed that co-chairs would split release time with one receiving it fall and the other in spring. Criterion Team co-chairs are to let Strong know which semester each will be taking the release time and the FY07 Budget request will be changed to reflect this line item.

Overarching Themes: How to incorporate the NCA overarching themes in the Self-Study Report along with MSUM themes developed by the teams was discussed. It was noted that

themes revealed in chapter drafts should include notations for the chief writer to highlight. Further dialogue on NCA themes was tabled for discussion during the Taylor visit on March 8. It was suggested that ways to blend the both sets of themes be discussed at team meetings and reported at the next Steering Committee meeting.

Table Top Discussion: White reported that compilations of table top discussions from both the Faculty Professional Development Day and Staff Open Forum have been completed and will be posted on the NCA Visit website. CT3 will submit the compilation of registration survey answers for uploading to the website as well. Strong agreed to check on recent HERI survey data availability. Nawrot agreed to send a Dragonnews notification announcing availability of the data on the website.

Discussion turned to data collection and where teams are with writing chapters. Strong suggested scheduling meetings with the vice presidents to discuss types of data and its availability. White agreed to schedule these meetings.

Staff Awards Brunch: It was announced that Strong is making a presentation on Reaccreditation 2007 during the brunch on January 31. An estimated 140 staff will be attending.

Student Organization Meeting: White announced that she has requested time on the agenda to make a presentation on Reaccreditation 2007. Strong and Malott volunteered to assist.

College Meetings: White announced that she is presenting at the College of Social and Natural Sciences All-College meeting and suggested that other Steering Committee members do the same at their respective All-College meetings. White volunteered to talk at the College of Business and Industry All-College Meeting.

Shirts: CT3 members agreed to purchase a polo shirt versus a t-shirt with the reaccreditation logo. Nawrot agreed to bring catalogs to the next Steering Committee meeting.

Next Meeting: February 8, 3:00-5:00 p.m., in MA 268. Attendees for the HLC meeting in Chicago will be an agenda item.

The meeting adjourned at 5:01 p.m.