



**Minutes
NCA Steering Committee
February 8, 2006, 3:00 p.m.**

Present: Co-chairs Deb White and Judy Strong, Rinita Dalan, Alex Ellsworth, Kathleen Enz Finken, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth

Guest: Vice-President Crockett

Minutes: Moved by Strong, seconded by Dalan to approve the minutes of 1-25-06. The motion was approved unanimously.

Criterion Team Updates:

CT1: It was announced that the Planning at MSUM chart emailed to the Steering Committee was a *Draft* document in-progress and any comments or suggestions should be sent to Nawrot. The final chart will have hot links. CT1 is not meeting next week as team members are writing drafts for review at the March 1 meeting. A box of materials (evidence) for use by CT 1 members was placed in the Resource Room.

Teams were reminded that a picture ID is required to check out the key to the Resource Room and to remember to lock the door when leaving. Teams are to contact Academic Affairs with any supply needs for the Resource Room. The Resource Room will be organized with the same subject heads at the Electronic Resource Room.

Storage for publicity items was discussed. Items will be stored in Academic Affairs and Psychology. Let Nawrot know of additional available storage space.

CT2: The team has been working on the chapter draft.

CT3: The team has been reviewing Mankato State's online Self-Study looking for possible items we may have missed as they just finished their on-site review this week. It was suggested that to contact MSU to find out how the visit went and whether they have any suggestions for us. It was noted that most of their evidence was in electronic format.

CT4: The team has also been reviewing MSU's accreditation site and self-study. Approximately 25 percent of the chapter is in draft form. The team would like to show the preliminary draft to Williams for feedback. Discussions ensued on the level of detail needed in the draft chapters before they are submitted to Williams for editing. It was agreed that drafts should be in paragraph form, not bulleted lists, but a list of themes, both overarching and internal should be made for use as sidebars in the final report. The number of pages per chapter was discussed and it was noted that CT4 is looking at approximately 10 pages per sub-criteria.

CT5: Subgroups are working on Draft outlines.

A request was made to obtain a final copy of the Writing Guide and to post it on the NCA Visit web site along with the Chapter Template.

Ideas for Improvements: White stated that this topic will be a regular item on the Steering Committee agenda. It was announced that Graduate Studies is working on writing a mission statement per our suggestion. Additional suggestions were discussed including:

1. Difficulty in locating the syllabus template on the MSUM web site. The Honor Code is difficult to find on the web site as well and should be an item on the syllabus template.
2. Student grievance procedures are difficult to locate on MSUM's web site as compared to web sites of institutions currently under NCA review.
3. Information/resources pertaining to faculty development is located in numerous areas and given by various offices and committees. Suggest one location.

Gracyk agreed to draft a letter from the Steering Committee on items 1 and 2 and Malott will draft a letter on item 3. The drafts will be reviewed at the next Steering Committee meeting.

NCA Liaison Visit: Strong announced that once confirmation is received for Taylor's visit an itinerary will be finalized.

Public Relations: Nawrot circulated a copy of President Barden's letter with the logo magnet attached. The letter will be in campus boxes later this week. A draft of an article for Continews on Reaccreditation 2007 was distributed. Articles will appear at least monthly.

Items Available from Administrative Affairs: Vice-President Crockett joined the Steering Committee to answer questions regarding availability of documents and data the Criterion Teams need. The Campus Master Plan, available online, is the best resource regarding building construction or remodeling information. Committee minutes for the various building/remodeling projects are available in Administrative Affairs. The following information is available on the Administrative Affairs homepage:

- Campus Master Plan Task Force minutes;
- Capital Boding, R&R and Miscellaneous Construction Updates;
- Facilities and Grounds Committee minutes;
- Master Technology Plan and minutes of the Technology Committee.

The following information is available from Administrative Affairs as needed:

- Budget information;
- Lease agreements;
- Purchase agreements for the Annex, Edison School (right to purchase);
- Local rental agreements (Delta Zeta);
- Campus Security/Moorhead Police Department agreement (White has survey information regarding Crime Statistics in the Romkey Park area).

VP Crockett agreed to prepare the following documents:

- Information on specific budget questions as requests are made by the Criterion Teams;
- Summary of building/renovation projects since the last NCA visit and delineation of the processes used from inception to completed job;
- Summary of distribution of technology funds (Computer Technology Fee) – how is the money used (percentage/amount)?

Challenges facing MSUM:

- Funding to maintain and upgrade buildings.

Teams were directed to contact Beth Conner, Housing and Residential Life, or Warren Wiese regarding funding and learning environments in the dorms.

HLC Meeting: A list of co-chairs wishing to attend the Spring 2006 HLC meeting in Chicago was requested. Email Marla if you wish to attend.

Budget 06 Update: Strong requested a list of co-chairs receiving release time this spring.

Student Academic Conference: Nawrot reported that two students are working with Jody Bendel on a poster presentation. The poster will be designed so it is useable at other functions.

Outreach: It was suggested that a community survey be conducted at the 4th of July Celebration.

Campus Survey Subgroup: White reminded co-chairs if they wish to participate in the survey to let her know their team representative. Representatives: CT5 – Goodman, CT3 – Rowse. CT1 and CT2 do not wish to participate. CT 1 requested a post-test of last fall's Faculty Professional Day survey in Fall 2007.

February 15 – Midgarden/Jeppson: Co-chairs requested that the meeting with Vice President Midgarden and Dean Jeppson be rescheduled.

MSUM Homepage: Strong reported that Les Bakke agreed to have the Reaccreditation 2007 logo installed as a screen saver on campus computers Spring 2007. Announcements/News items can be place on the homepage at any time.

Next Meeting: February 22, 3:00-5:00 p.m., in MA 268. VP Wiese will be available to respond to questions regarding documents/data pertaining to Student Affairs.

The meeting adjourned at 5:01 p.m.