



**Minutes  
NCA Steering Committee  
February 22, 2006, 3:00 p.m.**

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

**Guest:** Vice-President Wiese

**Minutes:** Moved by Malott, seconded by Goodman to approve the minutes of 2-8-06. The minutes were approved unanimously as amended.

**Criterion Team Updates:**

**CT1:** Working on chapter draft. An updated version of Mission Documents and Planning at Minnesota State University Moorhead was distributed. The document is still in progress and members were asked to send feedback to Nawrot.

**CT2:** Working on drafts of core components.

**CT3:** Working on chapter draft.

**CT4:** Working on chapter draft. The team will participate in the spring survey if various cohorts of the campus community are targeted. Have been reviewing the overlap list discussing where in the report student organizations and co-curricular activities will be discussed.

**Items Available from Student Affairs:** Vice-President Wiese joined the Steering Committee to answer questions regarding availability of documents and data Criterion Teams need. He presented an overview of Student Affairs and responsibilities of the various departments/offices in the division. He reviewed:

- The process used to link Student Affairs in the university mission statement;
- The various funding sources (student fee, revenue, M&E) that departments/offices use;
- How fees are determined in the departments/offices;
- The responsibility and make-up of advisory boards;
- Hiring and evaluation of staff and student workers;
- Processes used by departments/offices to evaluate service(s) offered;
- Accreditation processes of departments/offices;
- Services Student Affairs offers that provide a bridge to academics, i.e. Service Learning, Volunteer Visions, or sponsored speakers of interest to academic departments;
- Expanding “learning communities” in housing;
- 5-year Plan that will be available this summer and some of the items it addresses;
- Requirements/training for Campus Security student workers;
- Various roles of Residence Hall or Complex Directors;

- Procedures used to appoint students to University and Programmatic Committees as well as other committees and the difficulty in finding students willing to serve.

He agreed to provide the following information:

- The list of 20 life skills, hiring and evaluation materials for student workers, and evidence of its use;
- Satisfaction surveys for the departments/offices and how the feedback loop works;
- Summary of procedures for advisory groups.

**Ideas for improvements:** A document summarizing the issues raised at the previous Steering Committee meeting was distributed and discussed.

1. **Course Syllabus Policy:** Academic Affairs Council will be asked to clarify whether posting a syllabus on a faculty member's web site is sufficient to satisfy the requirement to "provide" a syllabus to students. Wiese stated that the difficulty in navigating the PDF version of the Student Handbook will be corrected by summer and agreed to have a linkable electronic version of the policy on the Student Affairs website.
2. **Student Conduct Policy:** Wiese stated that Student Affairs is working to remedy the difficulty in locating policies and it is addressed in the division's 5-year Plan.
3. **Complaint Procedures:** This issue will be forwarded to Academic Affairs Council and Student Affairs.

**Public Relations:** Nawrot reported that the logo magnets were distributed by campus mail last week and the first article in Continews regarding the open forums comes out next week. Each member received a sample glow cup that will be distributed at the open forum. A poster to use as a backdrop will also be available for use at the open forums.

**Liaison Visit:** A tentative itinerary for John Taylor's visit was distributed. A final version will be sent once flight times are confirmed.

**Meeting with Midgarden/Jeppson:** It was agreed to reschedule the meeting with Vice-President Midgarden for 2:30 p.m. on March 8. The meeting with Dean Jeppson will be March 1, at 3:00 p.m. in BR 150C in conjunction with the CT 3 meeting as he is on the team. Malott agreed to coordinate scheduling with Dean Jeppson and the other teams.

**Announcements:**

1. White reminded co-chairs to let AVP Strong know if you want to attend the HLC meeting.
2. White has a copy of the National Survey of Student Engagement questions for review.

**Delaware Study:** Participation in the second part of the survey was discussed along with other ways to gather vitae information and to encourage participation by faculty. Borchers agreed to email the Delaware Study survey to White. It was questioned whether MSUM can use the form without permission. Further discussion will be held at the Survey Subgroup meeting.

**Next Meeting:** Wednesday, March 8, 2:30 p.m. in MA 268.

The meeting adjourned at 5:17 p.m.