



**Minutes
NCA Steering Committee
March 2, 2005, 3:00 p.m.**

Attendees: Tim Borchers, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Judy Strong, Teri Walseth, Karla Wenger, Deb White, Susanne Williams

Absent: Rinita Dalan, two student representatives

Subcommittee lists and the schedule for the upcoming NCA Conference were distributed.

I. Welcome, introductions, overview and timeline:

- The Steering Committee is comprised of the co-chairs of the five criteria, two student representatives, and the NCA Visit co-chairs.
- NCA accreditation allows MSUM to “stay in business and provide financial aid to students.”
- The self-study needs to be completed six weeks prior to the visit.
- Most work will take place next year.
- The dates for the NCA visit have not yet been confirmed, but it is anticipated for March 2007. It will not happen over spring break.
- The NCA process has changed substantially since our last review.
- The self-study will look at what MSUM has done, but more importantly to look ahead to position ourselves in the future.
- The five sub-committees will work independently to prepare their portion of the final self-study document. A template will be created for the sub-committees to use so the final document has common voice.
- Sub-committees will need to communicate as the five criteria do overlap.
- We will be using a web-based format, so look at the NDSU and Mankato State sites as examples.
- We will need to collect and/or create supporting evidence.
- Data/evidence will need to be integrated (linked) from the self-study to support what is said.
- Since it is early in the use of the newly established criteria, we should have some freedom on interpretation.
- A “mock visit” may be set up and our NCA Liaison is available to give feedback as we progress to the visit.
- The sub-committees should plan to meet following the NCA Conference.

II. NCA Conference:

- Conference dates are April 8-12. One co-chair from each of the five sub-committees should attend. Plan to arrive on Friday, April 8 and stay through

Sunday morning, April 10. You can stay longer, if desired as there are a number of valuable sessions available through the end of the conference.

- A more detailed schedule is available on the NCA web site and sessions matching each criterion are available.
- You are encouraged to talk to attendees and gather as much information as possible.
- Please email Brenda Shoemaker and copy Judy Strong and Deb White by March 11 with dates you wish to attend. Brenda is responsible for travel arrangements for attendees.

III. Team Responsibilities:

- Wednesdays, 3:00-5:00 pm has been set aside for committee meetings next fall. There may be a few minor problems with the time and those will need to be addressed on case-by-case bases.
- The Steering Committee will meet the second Wednesday of each month during Fall 2005.
- Co-chairs should get copies of relevant materials to their committee members.
- An NCA Budget is not available at the present time, so any copying will need to be absorbed by departments. Once a web site is established for the NCA Visit documents will be available for download or viewing. A page for “members only” will be set up for sensitive material.
- Susanne Williams and Doug Hamilton will be responsible for communications (keeping the campus community informed) closer to the visit dates. Marla Smith will provide clerical support and create/maintain the visit web site for the Steering Committee.
- Team handbooks will be sent to Susanne, Doug and Marla Smith.

Next meeting: **Monday, April 18, 3:00 pm in MA 268.**