



Minutes
NCA Steering Committee
June 2, 2006, 9:00 a.m.

Present: Co-chairs Deb White and Judy Strong, Tim Borchers, Rinita Dalan, KathleenENZ Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Wasleth

Minutes: Moved by Dalan, seconded by Walseth to approve the minutes of May 10, 2006 as amended. The motion was approved unanimously.

Additional Agenda Item: It was requested that the deadline date of September 15, 2006 to have copy to Allen Sheets be reconsidered.

Chapter Drafts: White stated that two chapter drafts have been submitted for reading. It was suggested drafts be numbered and dated. It was agreed the Steering Committee needs to have “ownership” of the report before it goes Susanne Williams for editing. It was suggested the Steering Committee review the themes discussed last summer to see if they are coming through in the chapter drafts as well as looking at the NCA overarching themes and whether any of those have been or should be addressed in the chapters.

Chapter 1:

- Discussion ensued on the “theme/tone” of the chapter, its relationship with the mission, and how it correlates to Criterion One Core Components.
- Too much detail and overlap in certain areas with the other chapters.
- A lot of repetitiveness.
- Suggestions/questions regarding specific areas of the chapter were discussed.
- Discussion of chapter’s format in relationship to the Style Guide (pg 3) – how to organize each chapter.
- Evidence statements should be written as full sentences. Suggest using Chapter 2 as a template.

Voice/tense, 1st or 3rd person/”we” or “MSUM”, was discussed. It was suggested that a combination of both could be used. It was agreed to leave as written in each chapter and let Williams make the final decision.

Chapter 2:

- Discussion of diversity and whether the chapter is focusing too much on one type of diversity and not addressing other types such as urban vs. rural, female vs. male, etc.

It was agreed to schedule an additional meeting on Friday, June 23 to discuss the chapter drafts prior to submitting to Williams for editing.

- Post drafts for review/reading by June 15
- Written comments sent to Criterion Team co-chairs by June 19
- Steering Committee discuss changes, strengths/weaknesses on June 23

- Chapters revised June 23-29
- Final chapter drafts to Williams on June 30

Tasks for Summer/Review Timeline: White distributed an updated timeline. The deadline to submit the final report to Sheets was discussed and postponed from September 15 to September 27. The timeline was adjusted as follows:

- Post drafts for review/reading by June 15
- Written comments sent to Criterion Team co-chairs by June 19
- Steering Committee discuss changes, strengths/weaknesses on June 23
- Chapters revised June 23-29
- Final chapter drafts to Williams on June 30
- Submit report to Sheets for design on September 27

Data: White announced that the Student Survey is being compiled and the open ended questions are being typed. The Faculty/Staff Survey will be sent out during the summer. It was suggested that faculty teaching summer sessions be targeted with a specific request to complete the survey. White and Malott will meet to determine approach for the Faculty/Staff Survey. The NESSE survey will be available in August. Strong announced that the HERI survey has been compiled and will be sent to the Steering Committee. White agreed to send the AASCU report to the Steering Committee.

Report -- Introduction, Chapters, and Appendices: It was agreed that the Criterion Team chapters will follow sequential order (1-5). Strong agreed to write the compliance and snapshot sections. Strong and White will write the introduction chapter for review by the Steering Committee. Borchers and Nawrot will send material they have already compiled for the introduction chapter to Strong. Team co-chairs are to send White and Strong highlights of their respective chapter. The concluding chapter will be discussed and outlined at the July 14 meeting and finalized at the August 30 meeting.

List of possible addendums: The following items were listed as possible material that will be added late, after the 9/27 deadline:

Assessment data on Dragon Core – October

Graduation with Distinction in Dragon Core – sometime in fall

Student Success Institute – some information by end of June

Scheduling Task Force - fall

Revision of Honors Program should probably be added in CT3 and CT4 – sometime in fall

Update from SLOAC for use in CT3 – should have table in fall - might be in chapter vs. an addendum.

Executive Summary: Should be written once the report is in “the can.” It should not be too long and could be used as an education tool on campus. Since it should be a PR piece it might be advisable for Williams to write. The Steering Committee agreed that it should be written after the report is to Sheets for design. The summary should have a similar design to the report. White agreed to follow-up.

Additional readers/reviewers of report: The full report will be posted on the NCA Visit website for review and comment. The following people were suggested as targeted readers:

Vice-President Midgarden

Academic Deans

Vice-President Wiese

President Barden

Colleagues from other institutions—(Strong will consult with VP Midgarden and provide a list of names)

Jean Sando

Student Senate President

Student Advisory Councils from the Colleges

Doug Hamilton

Cabinet

Sheila Coghill

Criterion Team members

Derald Rothman

Richard Pemble

President's Advisory Board

Sam Wai

Brain Walters

Jerry Migler - MSCTC

Trish Shaw- MSCTC

Suggest sending a note that they have been asked to read the report.

Strong agreed to consult with VP Midgarden on the above list. Malott agreed to forward feedback form samples to the Steering Committee for review.

Discussion of how to use the report as an educational tool for the campus community was table for later in the summer.

Next meeting: June 23, 2006, 9:00-1:00 p.m., MA 268.

It was announced that extra duty day (summer meeting days) pay for faculty not on nine month contracts will be available. Also, Sheets will be given reassigned time during fall to design the report.

The meeting adjourned at 12:00 noon.