



Minutes
NCA Steering Committee
August 24, 2005, 3:00 p.m.

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

Guest: Doug Hamilton

Minutes: The minutes of the last meeting (8-2-05) were approved.

Resource Room: White reviewed the materials available in the Resource Room (LI 214) and the sign-out process to take material home for weekend or overnight. There was discussion on not abusing the sign-out privilege. Materials will be added as they become available. White requested suggestions for additional material and encouraged Criterion Chairs to appraise committee members on the material availability. White agreed to follow-up with Information Technology on the computer and internet access for the room.

Criteria Team Meetings: Team co-chairs were reminded that Criterion Team meetings are the first and third Wednesday of each month. It was noted that some teams are also scheduling a meeting on the fifth week, as well. Co-chairs are to report meeting location so it can be added to the web site. A brief update on team progress will be requested at Steering Committee meetings. Minutes of team meetings are to be submitted for posting on the NCA Visit web site. White stated that teams should understand their specific criteria and be familiar with the NCA Visit materials. She reminded chairs to submit, as specific as possible, a list of material or data requests by September 23. The combined list will be discussed at the September 28 meeting. White, Strong and Smith comprise the Data Clearinghouse subgroup.

Fall Faculty Development Day: Borchers distributed a DRAFT handout of the workshop sessions. He briefly reviewed the session topics noting that the overall tone for the day is "upbeat." It was agreed that President Barden's opening remarks and unveiling of the "rearticulated" mission statement will set the tone for the day. Discussion on ways to saturate the campus with the mission followed. It was agreed that a panel on accreditation is a good idea. Discussion on potential panelist ensued and it was agreed that someone from outside the region and from a comparable institution would be best. Cheryl Evans at Northwestern Oklahoma State University was suggested as a good representative since Lynn Priddy from the NCA office is unable to attend. The LSTF has contacted John Rosenthal, Vice President at Illinois State University, for the panel.

Homecoming Parade: Entering a float in the MSUM Homecoming Parade was discussed as a way to bring attention to the accreditation visit. Rowse agreed to call a meeting of those wishing to pursue the idea further.

Slogan/Motto ideas: Submitted ideas were reviewed and discussed along with “A Special Place,” the tagline/slogan used on the DVD shown at the Opening University Convocation. It was agreed to continue reviewing possible ideas at future meetings.

Archives List: Goodman distributed a handout listing materials housed in Archives from the previous visit. It was noted that while the list was helpful the material is out-dated and the current self-study will follow new criteria. It might be more helpful to review other institutions online resource rooms for ideas.

Public Relations: White introduced Doug Hamilton, Executive Director of University Advancement, who joined the meeting to discuss publicity for the NCA Visit, including making the campus and local community aware of the visit and process, to portray the visit in a positive light, and to ensure positive responses. The essential elements to get across are: a) helps MSUM shape its destiny, b) express who we are and what we do, c) strive for continual improvement, b) better understand how MSUM meets its mission. Suggestions discussed included attaching information to the MSUM DVD being sent to campus employees later this month, utilizing the NCA Visit web site as an information source, attaching an NCA Visit Update newsletter to Continews, and integrating an NCA “theme” along with the rearticulated mission statement in campus publicity. It is vital the campus community understands its individual role/involvement in the accreditation process. A Publicity Subgroup (Nawrot [convener], Jody Mattern, and Kristi Monson) will assist Hamilton. The subgroup will address the slogan issue previously discussed. Ideas for “give aways”, including balloons, Frisbees, window clings; notepads, etc. were discussed.

Next meeting: September 14, 3:00-5:00pm, MA 268