



Minutes
NCA Steering Committee
September 27, 2006, 3:00 p.m.

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

Leigh Wilson-Mattson was introduced as the student representative on the committee replacing Alex Ellsworth.

Minutes: Moved by Strong, seconded by Gracyk to approve the minutes of September 13, 2006. The motion was approved unanimously.

Report Draft: The suggestion that the report follow a format with each chapter providing a narrative then list one or two evidence statements for each core component and the remaining documentation/evidence be placed in the resource room or an appendix was discussed at length. Teams should be honest when listing the strengths/weaknesses as many who read the report may only focus on that portion of the report. Institutional not programmatic, department or office level strengths/weaknesses should be listed.

It was agreed to meet on October 4 instead of October 11 (switch dates with team meetings) and that team co-chairs would prepare a document that includes the chapter introduction/overview and the strengths/weaknesses. The chapter information would be compiled and distributed electronically prior to discussion next week. Additionally, the draft chapters would be distributed to team co-chairs and posted on the team page of the NCA Visit website. Team members are to read the chapter drafts and co-chairs are to report on concerns at next week's meeting.

Shifting Web Links: Discussion ensued on how to deal with the numerous campus web links used in the report that are already broken. This problem is expected to continue as sites are updated. It was agreed to have Les Bakke, Director of Information Technology recommend a solution to the Steering Committee.

Professional Development Day: Publicity has been sent out, including an announcement on DragonNews and a letter from President Barden encouraging the campus community to attend. A flyer has been prepared and will be distributed next week. Publicity activities will continue until registration closes. The morning schedule is:

- 9:30-10:00 – Refreshments
- 10:00-11:00 – Remarks by Doug Hamilton (MSUM Marketing Initiative), Bette Midgarden (MSUM Planning), Ron Jeppson (Summer Student Success Institute), David Crockett (Construction/Remodeling Projects), and Hamilton (NCA Marketing Initiative).
- 11:00-12:00 - Tables (Admissions, Criterion Teams, Steering Committee, TOCAR, Student Affairs/Student Services, Marketing Initiative, Planning, SSSI, Construction/Remodeling, Moorhead Together)
- 12:00-1:00 - Lunch

Each criterion team will prepare a flyer containing a chapter overview, conclusion and evidence statements to distribute at their respective table. Team co-chairs are to solicit team volunteers to assist at the tables to answer questions. Borchers agreed to solicit door prizes for the morning session.

Publicity Update: Nawrot distributed copies of the Publicity Plan along with a Reaccreditation Quiz. The Publicity Plan also listed volunteer opportunities for team members. Sample fortune cookies and blinking logo buttons were distributed. Nawrot reported on publicity activities during DragonFest and reviewed the publicity campaign directed at students. It was agreed to place an ad in the Student Academic Conference materials.

Visiting Team Members: The tentative list of evaluators was circulated and reviewed. It was noted that an institutional president remains to be added to the team. Once the list is finalized it will be announced to the campus community and posted on the NCA Visit web site.

Documents to be Scanned: Teams are to prepare a list of archived documents that need scanning. The lists will be reviewed at the October 25 meeting.

Subgroups: Steering Committee members are to decide which subgroup, Preparing the Campus or Resource Room, they wish to work on once the report is completed.

Next Meeting: October 4, 2006, 3:00-5:00 p.m. in MA 268.