



Minutes
NCA Steering Committee
September 28, 2005, 3:00 p.m.

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

Minutes: The minutes of the last meeting (9-14-05) were tabled. It was agreed that minutes would be made public following approval by the Steering Committee.

Moved by Gracyk and seconded by Nawrot that the revised mission statement proposal be withdrawn. Discussion on using the revised statement as “themes” for the self-study ensued. Passed unanimously.

ROUNDS:

CT1: The names of two proposed student members will be forwarded to White for appointment by President Barden. Survey questions for use with Professional Day registration and at discussion tables were submitted.

CT2: The team has been brainstorming on data needs to support the four core components of the chapter. The team discussed a lack of understanding of the planning processes used at MSUM and suggested that better communication of the processes used needs to be developed. A chart of planning at MSUM prepared by the team was circulated.

CT3: The team brainstormed on core components and created a list of ideas to support the chapter components. Survey questions for use with Professional Day registration and at discussion tables were submitted. Student representative are needed for the team. Team co-chairs were directed to check with academic deans for student representatives from their advisory committees. An additional staff member has been contacted and is considering appointment to the team.

CT4: The team also needs student members. The team requested to have all the mission documents gathered and placed in the resource room, or available in the online resource room. A large list of data needs has been created.

CT5: The team divided the sample reports for review. Two of the chapter core components have been thoroughly reviewed. The team is still working on questions for Professional Day discussion tables. Suggested names of students will be forwarded to White for appointment by President Barden.

Campus Buy-In: Discussion ensued on ways to create campus buy-in for the self-study process. Professional Day only brings the IFO and MSUAASF together so additional forums for the other

campus constituents need to be held. Strong agreed to arrange to invite representatives of the other unions and student senate to attend the afternoon session on Professional Day. It was agreed that the Self-Study Team will meet as a large group on October 5 at 4:00 p.m. in the Dragon Den.

Chapter Template: Enz Finken distributed and reviewed the chapter report template she prepared. Use of a bulleted list of strengths and concerns was discussed. It was noted that URLs and sources should be cited in footnotes and that sidebars will be used to highlight the NCA's four overarching themes. Moved by Borchers and seconded by Malott that the template, with minor changes be used for writing chapters. Passed unanimously. Enz Finken will share the information with Susanne Williams so that it can be integrated into the style guide.

Data Management: White distributed a compiled list of data requests submitted by the teams. Teams will review the list at their next meeting. Teams are requested to be more specific in requests and to indicate by team number if an additional team needs the same information. It was agreed that if only one team needs a certain document they may make individual contact. White/Strong/Smith will continue to refine the data list and will be responsible collecting data needed by multiple teams.

Professional Day: Borchers distributed the latest draft of the Professional Day schedule. Discussion table questions were reviewed and some revisions were made. Seating will be assigned at the tables to ensure broad representation from both the attendees and the team members. Online registration will begin on Monday with reminders during the week. The survey questions submitted by the teams were reviewed. The online survey will be anonymous.

Publicity Subgroup: Nawrot reported that the Publicity Subgroup is scheduled to meet at 11:00 a.m., Monday, October 3 in MA 306. The subgroup is comprised of Nawrot, Doug Hamilton, Kristi Monson, Jarilyn Gess, Jody Mattern and Jody Bendel.

Next meeting: October 12, 2005. An all team meeting will be held at 4:00 p.m., October 5, in the Dragon Den. Refreshments will be served.

The meeting adjourned at 5:05 p.m.