



**Minutes  
NCA Steering Committee  
November 29, 2006, 3:00 p.m.**

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

**Minutes:** Moved by Strong, seconded by Walseth to approve the minutes of November 8, 2006. The motion was approved unanimously.

**Organization for Further Work:** The Steering Committee agreed to organize the following subgroups:

1. **Publicity Committee.** Nawrot agreed to inform the Steering Committee of the next scheduled PR subgroup meeting. Nawrot reminded the Steering Committee to review the PR plan update distributed at the September 27, 2006, meeting and agreed to forward it electronically to the Steering Committee. Scripts of "Talking Points" to use during visits with campus constituents were discussed and it was agreed the Steering Committee would prepare the scripts. Nawrot circulated a sample poster announcing the visit that will be distributed to each campus office/department. A smaller version will be used as table tents in the CMU and Connecting Link. Promotional packets for use with the classroom visits will be prepared. The promotional giveaways are in LI 214.
2. **Document Preparation Group.** Susanne Williams will coordinate this subgroup and the work would need to be done by December 31, 2006. Those who wish to work on this subgroup should be people who have time now and through finals. Strong agreed to discuss with Williams who else should help.
3. **Preparation of the Campus.** White will coordinate this subgroup, which will meet with offices and departments to update them on the visit and report. A standard script/presentation will be used.
4. **Logistics:** This small subgroup will handle coordination of the visit and make arrangements for amenities. Strong noted that there is an understanding on campus that everyone should be available during the visit to meet with evaluators. Open sessions will be scheduled for students/faculty, etc.
5. **Resource Room.** Strong will coordinate this subgroup, which will handled organization of the paper resource materials, arrange for personnel support to assist the evaluators and hardware needs (computers, printers, etc.) during the visit.

**St Cloud State University Visit:** Strong has contacted SCSU with possible dates to hold mock visits for both campuses and is awaiting a response. The mock visit would include questioning of

the Steering Committee, assessment committees, LSTF, UPBC and area directors. The Steering Committee should determine if others groups would benefit from participation in the mock visit. The SCSU team would provide feedback to help us determine gaps.

Discussion followed on other possible contacts to assist in preparing for the visit. It was agreed to set up a conference call between MSU Mankato and the Preparing the Campus subgroup.

**Self-Study Report:** Strong announced that Williams is completing the final draft and consulting with Allen Sheets on the design. Strong agreed to send the introduction section to Williams and the Steering Committee for review by tomorrow.

Discussion ensued on the Executive Summary and whether it should be distributed during department visits. It was agreed to prepare a brochure that highlights the main “talking points” of the report for distribution. Distributing the report on CD’s was discussed and the PR subgroup is to report back on whether it would be useful. It was agreed to purchase flash drives and download the report as a MS Word document for use by the evaluators.

**Next Meetings:** The December 6 and 13, 2006, meeting dates will be reserved for subgroup meetings. The Steering Committee will meet on January 10 and February 14, 2007.

The Steering Committee broke into subgroups, Preparing the Campus and Resource Room, for further discussion.