



Minutes
NCA Steering Committee
November 30, 2005, 3:00 p.m.

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

Co-chair White introduced Shauna Haken recently appointed as a student member of the Steering Committee. Introduction of members along with a brief statement about themselves was followed.

Minutes: Moved by Gracyk, seconded by Haken to approve the minutes of 11-09-05. The motion was approved unanimously.

Staff Meeting: The staff meeting on NCA Reaccreditation was reviewed. Approximately 55-60 staff attended. It was noted that the Steering Committee should have done a better job of encouraging staff to attend. Additional mini sessions will be held at future dates. Borchers agreed to email the registration survey to staff not in attendance so data can be gathered. Results will be forwarded to White and Nawrot for compilation. Numerous positive comments and suggestions from staff in attendance were reported by Steering Committee members.

Student and other new members: Strong reported that she notified President Barden of the suggested new members to the Steering Committee and Criterion Teams, his letter has gone out, and Jo Berg is being notified of acceptance.

Table Top Data: White reminded Criterion Team co-chairs that she is still missing data from the October 14, 2005 Faculty Professional Day Table Top discussions. Data from the Staff Meeting will be compiled separately from faculty data for comparison.

NCA Liaison Visit: Strong distributed a copy of the Institutional Snapshot form needed by the HLC/NCA and an article from The Chronicle of Higher Education entitled: *Higher Education 2015*. She reported that John Taylor, NCA Liaison, indicated that he would prefer to arrive on a Tuesday night and leave on Thursday. Following discussion the Steering Committee agreed to suggest February 21-23 or March 7-9 for his visit. Strong will confer with Taylor and confirm a date for his visit.

“Themes”: White distributed a list of “Themes” compile from previous discussions. Dialogue followed on the possibility of intertwining the themes with the NCA overarching themes and whether the list would be helpful to Criterion Teams during the writing process. It was agreed that Criterion Teams would review the list and send comments and/or additional suggestion to White by December 8, 2005.

Library Conference Room: White reported that the Library Conference would be used as the Evaluator and Resource Room during the visit instead of Owens 207. The room has a kitchenette and the possibility of adding a mini refrigerator is being investigated. Discussion ensued on ways to use the current shelving or add additional shelving to display resources. Library 214 will still be used as the Resource Work Room until closer to the visit when the materials will be moved to the conference room. It was noted that departmental plans/reports are in Owen 205A for use by the Criterion Teams.

Rounds:

CT1: The team is working on outlines and looking for overlap. The student who was suggested as a member has declined. Suggested dates for a CT1 open forum are March 22 or 29. It was noted that it is difficult to locate MSUM's mission statement on the homepage and the mission statement is not in the Admissions Viewbook. The pamphlet, *Minnesota State University Moorhead Mission Values Goals Priorities*, distributed at the Fall 2004 All University meeting was shown as a beneficial document. It was suggested that it be reprinted for use during reaccreditation.

CT2: The team is writing their chapter draft, currently 10 pages in length, and working on questions as they arise. It was noted that some of what is being written might fit better in the introduction section.

CT3: The team is still gathering information and working in small groups.

CT4: The team is still looking for a faculty replacement. Subgroups are working on their areas. It was noted that Graduate Studies does not have a mission statement. Discussion ensued on the various offices, such as Admissions, Student Affairs, and each college having mission statements. It also appears that MSUM does not have any overarching philosophy of graduate education. Gracyk volunteered to contact Dorothy Suomala, Graduate Studies Director, regarding the concerns discussed.

CT5: Subgroups are working on assignments and will come back together to create a chapter outline at next week's meeting.

Data: Strong reported that clarification of data requests were sent to the team co-chairs and only a couple of teams have responded. White reported on the meeting she, Strong and Marla Smith had with Jean Kramer and Rhonda Ficek, Instructional Resources, regarding Resource Room organization. Smith reviewed two resource room organization presentations available on the HLC website and two website resource rooms she has reviewed. Enz Finken, Goodman, Malott and White volunteered to review the sites and work with Smith on developing a manageable electronic and paper resource room for MSUM. White reminded team co-chairs to make a copy of any data or documents they collect and to submit electronic copies to Smith or place paper copies in LI 214.

Public Relations: Nawrot announced that the "giveaways" for the staff meeting did not arrive due to the weather and would be used in the future. She distributed and reviewed a list of dates/events planned for a public relations campaign. Additional ideas were suggested by

Steering Committee members. Nawrot volunteered to prepare a letter for President Barden's review regarding the campaign kickoff. The subgroup is preparing a budget request which should be ready shortly.

Delaware Study: Enz Finken reported that AAC was canceled on November 29 due to the weather and has not reviewed the Delaware Study packet. Strong reported that it would be a burden for Institutional Research to prepare the study as the timeframe overlaps preparation of the MnSCU Allocation Study. Discussion rose of the possibility of limited participation in the study. The information needed is available from department chairpersons, but each prepares it in a different format. Using the study would standardize the results for easier use and comparison. Enz Finken agreed to present the discussion/request to AAC.

Open Forum Dates: Possible dates during spring semester for each Criterion Team to hold an open forum were discussed and the following dates selected. CT1: March 29, CT2: March 23, CT3: April 10, CT4: April 5 and CT5: April 6. Smith will check availability of the Comstock Room (CMU 101) for 3:00-5:00 p.m. on the various dates.

December 14 Meeting: White reminded the Steering Committee that the December 14 meeting has been set aside for reports on chapter overviews by Criterion Team co-chairs. Discussion ensued on ways to format the meeting for efficient and effective delivery of material. It was agreed that each team will prepare a handout for distribution (**Note:** handouts should be paginated with criterion team number). The overviews should reflect broad topics versus detail.

Next Meeting: December 14, 2005, 3:00-5:00 p.m. in MA 269.

The meet adjourned at 4:26 p.m.