



**Minutes  
NCA Criterion 1  
Committee Meeting  
February 1, 2006, 3:00 p.m.**

**Present:** Sylvia Barnier, Megan DaPisa, Casey Fawbush, Sheryl Jones, Lisa Nawrot, Carol Sibley, Jayne Washburn, Karla Wenger, Warren Wiese, and Carolyn Zehren

**Absent:** Jarilyn Gess, Cynthia Phillips

1. Motion to approve minutes from January 18 meeting by Sylvia Barnier seconded by Karla Wenger, approved.
2. Dates to remember:
  - Team 1 Open Forum, March 28, 9-11 in CMU 101
    - Marla will order food and any AV needs, row seating, table in front for panel. Other team Open Forms on the website: <http://www.mnstate.edu/ncavisit/>
    - Team 1 visit with NCA liaison March 8, 11-12, John Taylor on campus, half hour devoted for Team 1, send questions to him in advance.
    - Homework--think about your component and send any questions to Jayne she will compile and get them to Deb White.
3. Steering Committee Update
  - Student help for SAC poster? Megan was only name submitted, Lisa will followup on more student names. Lisa is from the publicity committee and will help.
  - Use the "subject headings" not the master list: Look under resource room on the <http://www.mnstate.edu/ncavisit/>. Seven headings broken down to subject headings
  - Password protected website: click on criterion teams, then a login appears, members only, enter username and password.
  - Volunteer to create survey items? Faculty/staff/student survey will come from the Steering Committee. If we want a question on the survey, let them know. Asked for volunteers: Lisa volunteered, already collected data so we may not need to.
  - Introductory chapters--Handout from Tim Borchers (Team 2). There is a lot of overlap between Team 1 and 2. Introduction as history and uniqueness, Lisa will add to it and mission and planning will stay in 1a.
  - Meeting schedule for Fall, 2006--Still planning on first and third Wednesdays at 3:00, keep these dates open. Steering committee will continue to meet second and fourth Wednesdays.
4. Progress report from each core component
  - 1a Lisa, Sylvia: Org chart of all mission statements will send electronically to Jayne. Specific mission, Lisa history/uniqueness/planning part of 1a, when condensed

missions statement done in 2003 budget and planning committee/how did they come to this condensed mission, needs evidence, and any previous self studies that looked at mission. Bette Midgarden and all VP are invited to Steering committee for a historical perspective.

- 1b Sheryl, Cindy, Megan (Barb Seiler will serve as an advisor to this group.)
  - 1c Jarilyn, Karla: Started writing, intro done, and subheadings draft
  - 1d Warren, Carolyn: Clean outline and will proceed, data need scheduling of meetings, meeting frequency. This section is very different from MSU Mankato, good question for John Taylor--Do we need actual meeting schedules for governance section?
  - 1e Carol, Casey: Submitted list of items they need help in locating (listed below), added a few items that were recommended, showing there is documentation out there to support these various items.
  - Data Requests: Lisa will submit the following data requests:
    - Condensed mission 2003 meeting minutes
    - Previous MSUM Self study.
    - Grad Studies mission statement new
    - Policies/Procedures for Public grievances/concerns
    - 2004/2005 Audit report
    - Regulations/policies concerning contract with vendors: State policy and confirmation of MSUM compliance
    - Rental Property, guidelines and contracts for both university as 'landlord' and university or students as renters.
    - Documentation of relationship between MSUM Security and local police.
    - Collaboration/consortium agreements with White Earth, MSCTC, others (?)
5. Discussion of table top data--Handouts from staff & faculty, use these items in writing your section, use the data Lisa analyzed from surveys and the graphs. Work these numbers into your component. Lisa plans to use it in 1a "whats unique", Karla will use question #1 buzzwords in 1C Introduction. Question: Is there any systematic way to use this data?
6. Resource Room materials- Criterion Team One box--feel free to add items to it. Meet your team member in this resource room, bring a lap top.
7. Writing Style guides: how to format your writing, write complete thoughts and complete sentences in the first person plural (MSUM, we, our). Format order: Introduction, examples of evidence, strengths and challenges.  
In the margins enter these cross-cutting themes: \*\*Future-oriented,  
\*\*Learning-focused, \*\*Connected, \*\* Distinctive.
8. Next meeting schedule:
- Feb. 15: work with partner on written draft (see handout on style & handout on themes)
  - March 1: written drafts due!

Jayne Washburn, Recorder