



**Minutes
NCA Criterion 1
Committee Meeting
October 5, 2005, 3:00 p.m.**

Members Present: Co-Chairs Lisa Nawrot and Karla Wenger, Sylvia Barnier, Casey Fawbush, Amy Phillips, Carol Sibley, Jayne Washburn, and Carolyn Zehren

Guest: Deb White

Members Absent: Jarilyn Gess, Sheryl Jones, Cindy Phillips, Warren Wiese

Minutes from the September 21 meeting were reviewed. Suggested “Draft” and “Final” on minutes. Motion by Amy Phillips to accept minutes, seconded by Carolyn Zehren, approved.

Deb White reported at last Steering Committee a motion was made and passed to not change any of the mission statements at this time. It will be revisited as part of the self study process. Further discussion of what do we do with what we have so far? The number one reason: “What story do we want to tell about MSUM’s identity.” Need to get something to all teams about what to emphasize, what is unique about MSUM. Publicity Committee needs document to start with. Deb suggests if any one on any team feels something is really important and you want it in the documents, let the Steering Committee Know. Look and compare to existing mission documents. Are there things to be included as a part of our identity? It will summarize the existing mission statement.

One of the outcomes of the process, Carolyn Zehren suggests, is to collapse the document into a consistent statement. Need a catch phrase i.e. life-long learning. We should use current mission statement with our self-study. The proposal in the core message misses some of these items.

NCA wants us to incorporate into the report four overarching themes that focus on the future. The uniqueness of your institution, student centered learning, connected, future oriented organization.

Include these as sidebars in the margin of the report. The report template will have boxes at beginning of each chapter, a photo of a student and their story as a way of introducing that Criterion. This will put the human face on the report. Think about this and keep track of the challenges section. Compile evidence for each sub component and keep track of challenges and make a note of it.

Volunteers for the Publicity Committee are: Jody Bendel, Jarilyn Gess, Doug Hamilton, Sara Leigh, Jody Mattern, Kristy Monson, Lisa Nawrot, and Liz Rowse. This committee is charged with: newsletters, working on the self study theme, raising campus awareness, fun, get involved. They are working on several sources of information.

Professional day registration day online questions are there. The scale was changed to strong to disagree instead of yes or no. There is room for a pre-test and post test, so after study we can survey again.

Amy Phillips, Sylvia Barnier and Deb White will attend the breakfast with Cheryl Evans from Northwestern Oklahoma State University, Friday, October 14 at Courtyard. Their institution revised their entire mission. Northwestern Oklahoma State University really got campus involved. We will benefit by asking her questions.

Institutional Effectiveness Committee has been dissolved. Tim Borchers will Chair the new committee which has yet to be formed. We can gather data from this group.

Assignment: The more reports you read the better. Put together an outline with partner how you think part of your chapter might look. This can be rough, bulleted, don't worry about phrasing, what examples of evidence are you going to use.

Brainstorm with your teammate.

Look at what types of evidence you want to look at and bring back to the group next time. Deb will be responsible for updating the total grid. Continue looking at this grid and send suggestions to Karla. She will update Criterion One. The grid will be kept on website, set up with links. This is a long time work in progress.

Jayne Washburn, Recorder