



**Minutes  
NCA Criterion 1  
Committee Meeting  
October 19, 2005, 3:00 p.m**

Present: Karla (chair), Lisa (notes), Sheryl, Sylvia, Jarilyn, Warren, Casey; Carolyn  
Absent: Cindy, Carol, Amy, Jayne,

1. Minutes from October 5 meeting
  - Motion to approve Jarilyn; Sylvia second; approved
2. Steering committee update
  - Professional Day
  - PR update- the theme “our time to shine; learning, service, citizenship” was recommended. Jarilyn explained; motto and slogan will be presented to steering committee next week
  - Each team discussed their progress so far
  - Data clearinghouse is Deb, Judy, Marla
  - Teams should host open forum to collect data
  - Les Bakke and Iris Gill invited to steering committee and can be invited to team meetings also
  - Report template/chapter format (handed out); item left to be discussed is the wording of the “strengths/weaknesses”
  - Additions to the teams have been submitted to Deb/Judy will be forwarded to President; if we need outside help/community members, we should invite them to join the group temporarily
3. Summaries from Professional Day
  - comments from the speaker breakfast (Amy, Sylvia, Sheryl)
    - if we’re going to change the mission it should be soon; brag more about our good things; similar things to what she presented at professional day; involve everyone in a series of events and take ownership of the self study; town hall meeting was discussed as a good idea (include food, prizes) and open to the community
  - data from the registration survey (Lisa)
    - handout of data from our questions and “what’s unique”; these data will be part of the “grid” or you can request from Lisa
  - table moderator summaries (everyone who took notes)
    - various presentations: second paragraph of long mission is essentially the mission; First three sentences capture the mission; it’s just too long; some re-wrote the mission; don’t describe the student population or the MnSCU

statement; mission documents are not consistent/worded differently; buzzwords (lifelong learning, excellence in teaching, service/citizenship in all tables); using the mission daily? mission is not why we are here, but it's what's unique about MSUM like undergraduate/faculty collaboration; professionalism; upper class honors apprentice

4. Core component summaries

- 1a: Sylvia, Lisa- team has met once; working on subheadings and an organizational chart; seeking feedback about the organizational chart (what boxes are missing? Which direction should arrows go?)
- 1b: Sheryl, Cynthia, Amy- team has not yet met.
- 1c: Jarilyn, Amy- team has not yet met, but have emailed additions to grid
- 1d: Warren, Carolyn- team has not yet met.
- 1e: Carol, Casey, Karla- team has met twice; handout of a draft outline; also used the "examples of evidence" from the HLC book to guide their draft (chapter 3-1-1 Karla will campus mail us all a copy of this)

5. Next meeting: November 2, 3:00-5:00pm, MA 268

- Keep working on core components with your partner(s)
- Bring outline of your core component report (what are the subheadings? What examples of evidence will you use?) so we can see if overlap exists between core components
- Lisa: send "unique" data to everyone on team
- Get Deb to put the "grid" on the website
- Half of the next meeting will be core components team meetings, bring any sample reports and plan to make an outline if you haven't already