



**Minutes
NCA Criterion 1
Committee Meeting
November 16, 2005, 3:00 p.m.**

Present: Casey Fawbush, Lisa Nawrot, Carol Sibley, Jayne Washburn, Karla Wenger, Warren Wiese, and Carolyn Zehren

Absent: Sylvia Barnier, Jarilyn Gess, Sheryl Jones and Cynthia Phillips

Amy Phillips resigned from Criterion Team I and Core Component 1c. Karla Wenger will leave 1e and move to 1c with Jarilyn Gess.

Motion to approve minutes from November 2, moved by Casey Fawbush and second by Carol Sibley and approved.

Steering Committee Update

At the December 14 Steering Committee meeting, all the criterion teams are to bring their key issues in an effort to find any overlaps between teams. Lisa and Karla will report on key points from Criterion One. Each Criterion group is to give an open forum on a Wednesday in March or April. March 22 or 29 are Criterion One's first choices.

If groups notice any shortcomings or challenges and you think it is something that could be addressed now or fixed or started on we should fix it now. Steering committee feels we could and should fix it now. Some examples Criterion I has found:

- 1) The mission documents are not in the best place they can be on the website.
- 2) There is no mission statement in the viewbook (propose to Admissions to add the mission statement to the next printing of the viewbook).

Carolyn Zehren reported for 1d. Admin structure of HR website found org charts no overall one for the university President and down.

An inservice is scheduled for Wednesday, November 30 from 8:00-10:30 to introduce the staff to the accreditation process.

Brittney Goodman, Introduction

Video from HR introduces the state system to new staff

Unveil the time to shine logo (Lisa will represent PR committee)

Revise table top questions

Registration on-line will include questions

MSUM 220 staff, approx 110 will attend need 2-3 people from each team to facilitate.

(Karla, Sheryl and Jayne will help from Team 1)

Outline format with key issues are attached.

1a: Sylvia & Lisa (Mission Documents)

1b: Sheryl & Cynthia (Recognizing diversity/constituencies/greater society)

1c: Jarilyn & Karla (understanding and support of mission)

1d: Warren & Carolyn (promote effective leadership in support of mission)

1e: Carol & Casey (Integrity)

Next meeting full two hours devoted to reviewing each of the component outlines and giving each other feedback for additions and corrections to the outlines prior to submission to the steering committee.

Jayne Washburn, Recorder