



**Minutes
NCA Criterion 4
Committee Meeting
April 22, 2005, 2:00 p.m.**

Present: Rinita Dalan and Ted Gracyk (Co-chairs), Phil Baumann, Ellen Brisch, Ed Choate, Shawn Ginther, Barb Hoppe, Ok-Hee Lee, Marsha Weber, and Deb White (Steering Committee Co-chair).

Absent: Susan Peterson, Wil Shynkaruk

- 1) Introductions
- 2) Deb White gave a general introduction to the process, time-line, and key points to keep in mind. She emphasized that this will not be a descriptive report but an evaluative process that is future focused and tied to our mission. The front end of the process will concentrate on data gathering but this data will be viewed with an eye to the future. The need to involve the entire university and broader community was stressed. The product from our team will be a chapter devoted to our criterion, keeping in mind the importance of maintaining a single voice for the entire document. Team involvement will commence in the fall.
- 3) Time Line: The report is due 8 weeks in advance of the April 2007 visit. Our report will need to be completed by Thanksgiving 2006. This report will be approximately 150-250 single-spaced pages. Our chapter would be approximately 40 pages of this. As criterion four has four sub criteria, approximately 10 pages will be devoted to each of these. Supporting documentation will be separate. Therefore we have approximately 14 months to prepare the report on our criterion (Fall 05 – Thanksgiving 06).
- 4) The four sub criteria of criterion four were discussed. We will need to state (and show) that we meet each of these sub criteria. We will also need to tell them the problems that we see and how we can do better. Our mission statements must be a common thread in these discussions. Our criterion is not about teaching but about promoting learning among various groups.
- 5) Resources: There will be a virtual resource (web-based) as well as a resource room on campus. Meeting minutes will be posted on the web. Copies of selected model reports will be available. The University of Northern Colorado will be a particularly good model for us to look at. A handout with the web address for their report was distributed. The web address for the NCA can be found on the back of the overview brochure.
- 6) Fall meetings: Our team will meet on the 1st and 3rd Wednesday of the month (starting September 2005). A time of 2:00-4:00pm was proposed pending approval by committee

members not present. (Note: It was determined that this time will not work for all committee members so fall meetings will run from 3:00-5:00 pm.)

- 7) Suggestions for team members who might fill critical gaps were requested. We will need to add student members (Freshman, Sophomores, or early Juniors) in the fall.
- 8) Keep in mind that this can be a positive experience – a process to learn more about MSUM and how we can do better. Meeting adjourned.

Minutes submitted by Rinita A. Dalan, 4/25/05