



**Minutes
NCA Criterion 4
Committee Meeting
September 21, 3:00 p.m.**

Present: Rinita Dalan and Ted Gracyk (Co-chairs), Phil Baumann, Ellen Brisch, Ed Choate, Shawn Ginther, Barb Hoppe, Ok-Hee Lee, Susan Peterson, Wil Shynkaruk, and Marsha Weber.

Agenda Items:

1. Approved the minutes of September 21st.
2. Report from Dalan & Gracyk on Steering Committee response to our concerns/issues
 - Re: our question of who and what should be highlighted as sidebars in our report. This will be part of an ongoing discussion but the steering committee appeared to favor highlighting individuals.
 - The general structure of each criterion chapter will be:
 - ✓ Part I – overall Criterion statement
 - ✓ Part II – V – section on each of the core subsections with emphasis on the main positive support for each component
 - ✓ Part VI – End summary of each element summarizing the strengths with mention of any concerns in weaknesses that we see overall in the criterion .
 - Reiterated that we only need to submit a fairly detailed outline. Suzanne Williams will polish and put in “paragraph” format.
3. The MSUM Mission
 - Several mission statement documents were provided and the development of a revised mission statement was discussed.
 - We are charged with using all mission documents rather than a single mission statement
4. The Four “themes” of NCA self-study – as we develop our report, we should try to identify which of the themes each section relates to
 - The Future-Oriented Organization
 - The Learning-Focused Organization
 - The Connected Organization
 - The Distinctive Organization
5. Handed out a copy of the NCA policy on general education
6. Asked for volunteers for a publicity subcommittee – no one volunteered at this point.

7. Asked for recommendations of student members for the Criterion 4 team – no recommendations from committee members at this point.
8. MSUM In-Service Day (Oct 14)
 - We are all expected to attend this in-service day and may be given “duties” (i.e. head up a Table Talk presentation) – if we know we will not be attending, faculty need to request Personal Leave so that we are not given an assignment for the day
 - Discussion on whether we had any questions to include in the registration form – do we want a question relating to faculty’s knowledge/understanding of MSUM’s Mission Statement.
9. Committee broke up to work in "core competencies" subgroups for 30 minutes.
10. Reconvened for brief discussion of sub-committee work
 - Initial data requests (for data that we would like gathered) from each sub-group will be email to Ted, Rinita, and Barb
 - Brief discussion was held of criterion 4c.

Meeting adjourned at 5:05

Minutes submitted by Barbara Hoppe