



**Minutes
NCA Criterion 4
Committee Meeting
November 16, 2005**

Members present: Phil Bauman, Ok-Hee Lee , Susan Peterson , Rinita Dalan, Ted Gracyk, Barb Hoppe, Ed Choate

1. Review minutes from 2 November –approved as revised.
2. Ted reported on the Steering Committee.
 - a. Pres. Barden will put out a request for data needed.
 - b. Publicity Committee will “tweak” the design using some of the suggestions given
 - c. Nov 30 8:00-10:30 All staff meeting to introduce NCA visit
 - d. Table Top leaders needed. Rinita will send the following names to Tim Borchers
 - i. Barb Hoppe
 - ii. Susan Peterson – possible if needed
 - iii. Rinita Dalan
 - iv. Ilene Tritten Anderson – could substitute as table talk leader for Ed if needed.
 - e. We will keep the questions as we adopted for the Faculty Development Day.
3. Rinita reported on the Delaware Study. Cost is quite reasonable and MSUM may subscribe. Criterion Team 3, chaired by Karla Wenger and Michelle Mallot, may be collecting similar information on faculty activities this year.
4. A request was made to change meeting time to 2 to 4 instead of the 3-5. We will discuss this at the next meeting...Dec 7th.
5. Rinita & Ted presented our proposed calendar to the Steering Committee
6. Steering Committee – we should forward recommendations now for documentation that we feel would be useful and is not in place. i.e. Mission statement for Graduate Bulletin
7. Replacement for Shawn Ginther. A recommendation was made and Ted will ask if she is interested before we send in her name for consideration.

Meeting adjourned at 4:00 to break into subcommittee group work

Minutes submitted by Barb Hoppe