



Minutes
NCA Steering Committee
June 13, 2005, 9:00-4:00 pm

Present: Tim Borchers, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Judy Strong, Teri Walseth, Karla Wenger, Deb White, Susanne Williams

Following an overview of the agenda the committee broke into small groups to discuss 1) How would you describe MSUM to others? 2) What makes MSUM unique? 3) What are some of our challenges? The Committee narrowed its list of themes and challenges to the following:

Themes	Challenges
Best of both worlds* <ul style="list-style-type: none"> • Both big and small • Both research and teaching • MSUM has access to resources, skilled faculty, and research opportunities on par with large research institution but the commitment to undergraduate students found at smaller liberal arts institutions 	Accountability and incentive to do more: <ul style="list-style-type: none"> • Those who are not meeting standards are not held accountable • Those who exceed standards are not rewarded or given sufficient support • We aren't following up on making changes suggested from reports and data gathered (strategic plans, focus groups, etc.)
Enthusiastic faculty <ul style="list-style-type: none"> ▪ Moving ahead 	Consistency
Cultivating Individuality * <ul style="list-style-type: none"> • This is a place for students to find themselves, to find their niche 	Trying to be everything to everyone <ul style="list-style-type: none"> ▪ Not playing to our strengths ▪ Not prioritizing ▪ Not making the difficult decisions
Integrative collaborative learning * <ul style="list-style-type: none"> • Active engaged learning • Research and teaching blended and mutually beneficial, rather than one at the expense of the other 	Funding: Do more with less
	Lack of understanding of the mission and inconsistency between short & long versions <ul style="list-style-type: none"> ▪ Need to revisit the mission ▪ Need a strong mission statement to

<ul style="list-style-type: none"> • We challenge the traditional boundaries between teaching and learning • We encourage multidisciplinary approaches 	have a strong report
Remarkable people, Remarkable progress / The people <ul style="list-style-type: none"> • We are moving to the future. • We have momentum and camaraderie. 	Preparing students for global, diverse society
	Lack of PR
Rising to the challenge	Lack of student involvement
Community outreach	
Accessible / Affordable (although less than in the past) both emotionally, financially, and intellectually *	

* Denotes themes that should be highlighted.

Goals of NCA accreditation process and benefits for MSUM:

1. Produce a document that will be used as a guide for continual improvement and change. The document could be viewed as a strategic plan.
2. The Self-Study Report is a current snapshot with a view to the next 10 years.
3. Get campus to take ownership for the process.
 - Create a public relations plan for accreditation
 - Link continual accreditation goals to existing processes such as Strategic Planning, Liberal Studies Task Force, etc.
4. Determine where MSUM fits when compared to other MnSCU institutions and nationally; and to develop plans accordingly (Work Plans).
5. Re-evaluate – Mission, Strategic Plan/Work Plan.
6. Streamline and understand the planning process.
7. Make recommendations to consolidate and/or decrease redundancies.
8. Review faculty and student guidebooks and other documents for consistency.
9. Set goals with timeline for change.
10. Recommend a permanent structure to continue work on the recommendations made (i.e. University Planning and Budget Committee).

Role of the Steering Committee and Criteria Committees:

Responsibility of Steering Committee	Responsibility of Criteria Committees
Write Self-Study Report	More specific tasks as determined
Coordinate/Oversee Criteria Committees	Gather data
Set goals/identify themes	Write chapter summaries/outlines
Synthesizing	Interpret and evaluate data
<p>“Cheerleaders” to keep people engaged</p> <ul style="list-style-type: none"> ▪ Engage the campus ▪ Maintain communication with campus about the process ▪ Establish a sense of campus community and spirit 	Initial brainstorming on where to find data
<p>Identify relevant data sources or where to have the data generated</p> <ul style="list-style-type: none"> • Evaluate data 	Identify students to participate on Criteria Committees
Demonstrate the importance and benefit of the process and create a positive view of the process	Review chapter drafts
Create flow chart	Provide feedback on the identified themes
Re-evaluate – Mission, Strategic Plan/Work Plan	Raise awareness about the process
Make recommendations for the future	Provide suggestions on public relations for the visit
Review faculty / student guidebooks and other documents (Bulletin)	Maintain a list of documentation for the resource room and where to find it. Provide material for resource room
Create a template/guide for writing and oversee writing the Self-Study Report	Identify key people to review chapter drafts
Select a Chief Writer to be named to the Steering Committee	

Additions to timeline for writing the Self-Study Report:

Item	Due
Criteria Committee co-chairs write chapter draft summary/outline	Early Spring 2006
Chief Writer (to be identified) edits chapter draft	Late Spring 2006

summaries/outlines (creates common voice)	
Chapters edited by Criterion Committees / Steering Committee subgroups - will take turns reading/editing different chapter drafts	Summer 2006
Chief Writer edits second draft	Summer 2006
Revise draft as needed / Draft reviewed by NCA Liaison	Late Summer 2006
Executive Summaries written for each chapter	Late Summer 2006 for distribution at Faculty Professional Day
Finalize layout, design and graphics for Self-Study Report	Fall 2006
Chapters reviewed by key people (Criteria Committees will determine)	Fall 2006
Revise draft as needed	Fall 2006
Post to web for feedback from campus and community	Late Fall 2006
Final draft to Vice President for Academic Affairs	Late Fall 2006
Revise final draft	December 2006

White will contact the NCA Liaison to confirm a definite deadline date for him to review the Self-Study Report draft.

It was suggested that Mike McCord (English) and Allen Sheets (Art and Design) be asked to work with Rowse on creating a template for the Self-Study Report including layout/design/graphics. Send URLs of Self-Study Report designs you like to Rowse.

Presentation at President's Summer Retreat: White will summarize the NCA Retreat discussion and highlight: 1) Steering Committee's approach to the process. 2) Necessity to revise MSUM's Mission Statement. 3) Linking Self-Study Report to Strategic Planning and Budget Committee so the report and the goals identified for the next 10 years are not put on the shelf. 4) Provide education on the accreditation process. 5) Request that half of the Fall 2005 and all the Fall 2006 Faculty Professional Day be dedicated to NCA Accreditation. 6) Stress the necessity that the NCA Committee(s) have open access to information/data and the deadline the Steering Committee is facing. 7) Encourage administration ownership for the process.

Faculty Professional Day: A subcommittee comprised of Borchers, Dalan, Malott, and White will work with Susanne Williams on the agenda. White will contact the NCA Liaison regarding his availability for the Professional Day.

Summer Meetings: Summer meetings will be held on June 28, July 6 (tentative), July 19 and August 2 from 2:00-4:00 pm.

For the June 28 meeting be prepared to discuss the MSUM Mission Statement and Core Values. Gracyk and Nawrot will compile a list of comparable institution mission statements that will be distributed for review prior to the meeting.