



**Minutes
NCA Steering Committee
February 14, 2007, 3:00 p.m.**

Present: Co-chairs Judy Strong and Deb White, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Brittney Goodman, Ted Gracyk, Michelle Malott, Leigh Wilson-Mattson, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger

Minutes: Moved by Gracyk, seconded by Goodman to approve the minutes of January 10, 2007. The minutes were approved unanimously.

Mock Visit: Strong distributed a schedule for the Mock Visit noting that committees that would possibly be interviewed during the Site Visit are being scheduled for the Mock Visit. She provided a brief review of the Mock Visit members from St. Cloud State University.

Team Visit Logistics: Strong stated that she expects the team chair to provide a list of committees/office/people Site Evaluators want to meet at least two weeks prior to the visit. Borchers announced he has met with Maintenance staff regarding surface cleaning of campus.

Preparing the Campus: White distributed a list of campus groups/offices that the Preparing the Campus subgroup will meet to provide an update on the visit. Additional groups were suggested. She noted that offices and departments are being encouraged to put up displays.

Resource Room: Strong reported the documents are being compiled by chapter into hanging file bids.

Publicity: Nawrot reported:

- The “prize patrol” is out and about;
- T-shirts are going fast;
- The drawing for flash drives will be held at the end of the month;
- Table tents are on display in food areas and will go out to classes too;
- Weekly ads have been placed in The Advocate and TnT newsletter;
- The “Our Time to Shine” logo has been installed as the screen saver on lab computers — if not in your area contact Les Bakke;
- A display case in the CMU will promote the visit;
- Radio ad spots are running on KMSC and they will also do a live broadcast from a table in CMU;
- Two final articles will appear in Continnews - the articles were distributed.

White asked if an article was planned for The Forum. Nawrot agreed to follow-up with Doug Hamilton.

Request for Institutional Change: White expressed concern that the Steering Committee was not involved in preparation of this addition to the report. Gracyk noted that this topic was discussed at the last Meet & Confer session. Strong explained the Change Request was added as a separate section and included in the notebook with the Self-Study Report per consultation with Dr. Taylor from the Higher Learning Commission (HLC) office. It is not a part of the Self-Study Report. Malott added that the request affects the Biosciences department and while most faculty were aware of the proposal with North Hennepin Community College (NHCC), they were not aware that the HLC needed to approve a Change Request before courses can be offered.

Post-Visit Celebrations: A cake and coffee/punch reception will be held in the CMU Ballroom from 2:00-4:00 p.m. on Wednesday, March 7, 2007. President Barden will host the Criterion Teams at his home on Thursday, March 8, 2007, from 4:00-6:00 p.m.

Exit Interview: Strong stated an exit interview with the Site Evaluators will be scheduled on Wednesday morning, March 7. At that time the Site Team will announce the team's recommendation and note MSUM's strengths/weaknesses. President Barden will determine who will be invited to attend. Strong added that it is unknown at this time whether someone from the System office will be on campus during the visit.

Vitae: Strong stated that the introduction chapter addresses concerns from the last visit and resource materials are being compiled to address those concerns. Vitae are being collected to address scholarship of faculty, a list of faculty applying for tenure and promotion over the past 10 years will be available so team members can review files at random to address the evaluation of faculty, and Patrick Hundley is preparing a response to the issues of fund raising and development. Members were asked to encourage colleagues to send in their vitae.

Borchers added that only three assessment reports are outstanding at this time.

Discussion ensued on the possibility of a focused visit on Dragon Core since it is so new. Members were reminded that structures are there even if there is not much data. Enrollment management was also discussed as a possible issue. Members were reminded that a decline was expected and plans were put in place to address the issue. It was added that this is where the Change Request comes into play as a way to increase enrollment. It was further noted that applications are up compared to this time last year and that the Corrick Center is a near capacity for next fall. Additionally, the new marketing campaign is expected to help.

Next Meeting: A final meeting will be scheduled after spring break.