



Minutes
NCA Steering Committee
April 18, 2005, 3:00 p.m.

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

The meeting was called to order at 3:05 pm.

Co-chair White distributed a meeting agenda and summaries of material collected at the recent NCA meeting in Chicago. Gracyk distributed the first page of the University of Northern Colorado's self-study.

White asked members who attend the NCA meeting to submit a detailed summary and she will combine them into one document for the Steering Committee.

NCA Conference: The major points learned at the NCA meeting were reviewed. We need to stop thinking of it as a report of what we have done, but as a way to evaluate what we do, how we do it, and how we can improve. Assessment of student learning outcomes will be a major focus of the report. The report should reflect MSUM's identity, its mission and who, where and what MSUM wants to be in the future. Campus-wide involvement will be essential. The campus and the community will need to be involved in the process so the publicity subgroup may need to be included from the beginning. It was suggested that the Steering Committee develop a glossary of terms, based on NCA language, and begin using that language. There are 21 specific criteria to address under the umbrella of the five overarching criteria. Other suggestions included asking for data only once. We don't need two or three subcommittees asking for the same data, therefore communication between Criteria Committees is important. It is vital that the report have one voice so the editors may need to be brought in earlier than previously anticipated. Use of a template for the report, etc. will be helpful during the writing process.

Fall Faculty Professional Day: The committee discussed the possibility of using the Fall Faculty Professional Day for an open forum. That date may not be available so other options, including sharing the date with other potential competitors (LSTF) were discussed. Suggestions included splitting the day or using part of Fall Orientation. It was suggested that our NCA Liaison, John Taylor, attend. The Fall 2006 Professional Day will be needed as well. Another possibility is an Professional Day in January 2006. Strong will follow-up on options.

Steering Committee Retreat: A Summer Day-long Retreat to work on organization was proposed. EDDs would be available for those not on duty. Smith will collect summer schedules to determine a date.

Timeline: A timeline to help us get a stronger sense of where we are and what needs to be accomplished should be prepared. White will create a *Draft* timeline to present at the next meeting.

Team Meetings: An additional meeting will to be schedule prior to the end of the semester. Smith will collect schedules for the week of May 2. Meetings during the summer will also be beneficial.

Budget: Send any budget items/suggestions to Strong by April 25 including a cost estimate. Possible items to include are 2006 NCA meeting, reassigned time for Steering Committee faculty, retreat costs, summer EDDs, office supplies, and publicity items, etc.

Criteria Team Meetings: Refer to the handout for ideas on discussion topics with your respective committees. White and Strong will try to attend the meetings as well. Be sure to give a copy of your Criteria to your team members. Refer Criteria Committee members to the NCA web site as a resource. Request (get them from Strong) a copy of The Higher Learning Commission's *Institutional Accreditation: An Overview* pamphlet for each member. Email your Criteria Committee minutes, noting present/absent, to Smith. Strong will check on the final Criteria Committee make up and let co-chairs know if there are any changes. If you feel there are additional people who would be helpful to add to a committee and they are willing to assist, let White know, and she will forward a compiled list to Dr. Barden.

Steering Committee Structure: White reviewed the handout on committee structure. At least two students will be added to the committee, probably beginning in the fall. Strong volunteered to follow up on adding the students and possibility as early as this summer. Student involvement on the Criteria Committees would be useful as well. It was suggested that Criteria Committees might want to breakdown into two subgroups – one to collect data and one to process. It was suggested that a Federal Compliance subgroup to be added, but it was decided that assistance could be delegated when needed.

Fall Meetings: The Steering Committee will meet bi-monthly the 2nd and 4th Wednesday of each month starting August. 24. Meeting time is 3:00-5:00 pm. Smith will schedule MA 268 and send out a notice to the committee.

The meeting adjourned at 5:00 pm