



Minutes
NCA Steering Committee
June 23, 2006, 9:00 a.m.

Present: Co-chair Judy Strong, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger

Minutes: Moved by Gracyk, seconded by Walseth to approve the minutes of June 2, 2006. The motion was approved unanimously.

Accreditation History: Strong distributed an *Accreditation History* document for review by the Steering Committee. She highlighted responses to the 1997 team concerns and noted that the document is a draft and still in-progress. Team members were asked to send comments to her.

Review of Chapter Drafts by Criterion Teams (CT):

- CT1 will place the mission statements in boxes so subsequent chapters can refer to a box number as a reference. It was agreed to use the following terminology when referring to the mission statement: Full Version, Abridged Version, 12 Aims, and Seven Core Values.
- Chapter drafts of CT1 and CT2 are broadly focused and will note an item and indicate that it will be covered more fully in a subsequent chapter, (i.e. The Math Learning Center is described more fully in Chapter “??”).
- Use “table” for tables and “figure” for graphs and “box” for items in a box.
- Strengths/Challenges are to follow each Core Component in a chapter.

The Steering Committee agreed to handle duplications as follows:

- Liberal Studies/Dragon Core – CT4 will cover fully, including data. CT2 and CT3 will address briefly. It was agreed to use “general education” vs. “liberal studies” and “Liberal Studies” and “Dragon Core” when referring to the programs.
- Liberal Studies Assessment – CT4 will cover fully, including data. CT2 and 3 will address briefly.
- Assessment – CT 3 will cover fully.
- TOCAR – CT4 will cover the history, CT 3 will address in regard to students, and CT 2 will address budget process.
- Student Academic Conference: CT 3 will cover fully. Other teams will address briefly in their respective chapters.
- Science Center – CT 5 will cover fully.
- Mathematics Learning Center – CT 3 will cover responsiveness to student success, CT4 will address briefly and refer to CT3’s chapter. CT3 should also contain paragraphs on Write Site, Peer Tutoring, Supplemental Instruction (SI), Honors Program, Honors Apprentice, Peer Advising, and Corrick Center for General Education.
- International Programs – CT5 will describe International Programs fully. CT3 will address Celebration of Nations.
- Fourth of July Celebration – CT5 will cover fully.
- Faculty Development – CT2 will cover fully. CT3 and 4 will address briefly.

- Program Review – CT2 will address fully. CT3 will address in regards to teaching effectiveness and Student Learning Outcomes.
- Faculty Review – CT2 will cover process, CT3 will cover teaching and creative activity and student mentored research, CT4 will cover faculty research and scholarship and refer to CT3 regarding collaborative research, CT5 will cover service to community. The remaining key areas of the process will be covered as needed. Discussion proceeded and suggestions were made on ways to document department practices. It was suggested to gather copies of faculty student evaluation forms as evidence. Teaching by MSUASSF should be addressed and it was suggested that Continuing Studies be contacted for relevant information and data. The review process of fixed-term and adjunct faculty should be explained and chapters should reference the contact article number.
- Advisory Boards – CT5 will cover the majority of this topic and will collaborate with CT4. CT2 will address briefly. It was suggested a master list of Advisory Boards be created for the report.
- Demographics (faculty/staff/students) – CT1 will give an overview and provide data, CT2 will cover the impact. Discussion ensued of specific types of demographics and what should be covered.
- Continuing Studies – CT5 will cover fully.

The following items will be expanded in chapters:

- Disability Services – CT3 will cover and CT5 will address briefly.
- Campus Gender Issues – CT1 will address more fully to include male/female students, faculty, etc.
- Title IX – CT1 will cover compliance and CT2 and 3 will address briefly.
- Single women with children – CT 2 will expand this item. CT1 and 3 will cover briefly. CT5 will address in relationship to MSUM Early Education Center.
- Alumni Surveys - CT3 will add information/data available from Career Services.
- MnSCU – CT1 addresses mission. CT2 addresses planning.
- Faculty Load – CT2 addresses the issue and will expand the section based on discussion.
- Facility Update – CT2 will add the funding for MacLean Hall Remodeling.

The following were suggested as additional items to include:

- HEPRA Funding;
- Faculty Instructional Grants;
- Facility Problems (Art/Music);
- Higher Learning Center/Foundation Annex;
- Student Housing shortcomings (CT3 will check for annual floor surveys);
- Student Summer Success Institute report and recommendations will be available later this summer and will be added to CT3's chapter;
- Peer Advising;
- Dragon Days.

Introduction Chapter: The chapter will serve as an umbrella and set the stage for how MSUM responds to situation(s). Additional issues discussed for inclusion in the chapter were: budget resources, information technology and micro-managing by MnSCU, including common calendar, standardized probation and suspension, and red tape in adding new programs.

Strengthens/Challenges:**Major Strengths:**

- Extensive networks, relationship of staff in community and state.
- Strong commitment to general education – Dragon Core.
- Faculty involvement with students – student research/mentoring outside the classroom.
- Quality faculty committed to teaching and learning.
- Taken control of budget/planning process to work effectively with limited resources.
- Reflect mission with a clear emphasis on teaching and learning.
- Increased awareness of mission and diversity.
- Relational campus -- connectedness (cite SSSI and AASCU reports).
- Distribution of power – committee structure – engage a large variety of people

Major Challenges:

- Budget cuts – lack of resources (funding for programs and employees)
- Changing demographics and change in general education may lead to need to change the mission
- Promoting MSUM’s image and identity.
- Promoting Dragon Core.
- Finding time, energy, and expertise to develop our resource base and sustain our efforts in fundraising.
- General education assessment is not where it should be.
- Graduate Studies is an orphan - lacks attention and resources, needs to be developed.
- Resources to support teaching and learning.
- Learning environments – need updating.
- Lacking promotion of MSUM quality teaching.
- Marketing of MSUM is poor.
- Getting the campus prepared for the visit.
- Lack of communication and publicity for many projects/services.
- Concern with burnout across the board – work distributed unevenly.

MnSCU Concerns:

- Reduces our ability to be different or unique.
- ISRS problems/costs.

Revised chapters are to be posted to the NCA Visit website by June 29. Editing of the report by Susanne Williams will begin on June 30. The team agreed that Vice President Midgarden should be given access to the revised chapter drafts.

Need To:

- Determine emerging themes and “our story” in the Self-Study Report.
- Determine strategy to prepare campus for the visit.

Next Meeting: Friday, July 14, 2006, 9:00 a.m. – 1:00 p.m., in MA 268.

The meeting adjourned at 11:30 a.m.