



Minutes
NCA Steering Committee
July 6, 2005, 2:00 p.m.

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

Minutes: The minutes of the last meeting (6-28-05) were approved. Approved minutes will be added to the NCA Visit website that is being created. Copies of approved minutes will be sent to President Barden and Vice-President Midgarden.

Template: Rowse reported she has emailed Allen Sheets and Mike McCord regarding their help in designing a template for the Criterion Teams to use in writing the chapter *drafts* and to assist with designing the layout for the final report. She requested that Susanne Williams be added to the subgroup.

Borchers distributed drafts of NDSU's report he downloaded from the web as an example of the type of material the teams are gathering for their report. Discussion ensued on whether this is the approach MSUM should follow. It was suggested that this could be the first step then each team could meet with the chief writer to answer questions.

It was agreed to invite Sheets and McCord to the August 2 meeting to discuss format, mechanics, style, and design of the report. Members were asked to bring samples of reports to the meeting. The Co-chairs will meet with Sheets and McCord prior to August 2 to bring them up to speed.

Chief Writer: Strong reported that President Barden has agreed that Williams can take on the responsibility of chief writer. Borchers will request Williams contact White to confirm the appointment and whether she has any agenda items for the August 2 meeting.

Professional Day: White reported the Professional Day subgroup determined three ideas for the day.

1. Introduction and overview of the process.
2. Panel to talk about experiences with a NCA visit. Possible panelists to consider were John Taylor (NCA Liaison) and/or representatives from Northwest Oklahoma State University, Rasmussen College (MN), and NDSU's community member.
3. Unveil the new mission statement and gather data.

Strong reported that she presented the new statement to Cabinet and she reminded the committee that there are several steps to follow before final approval can be granted by MnSCU. She reported that Academic Affairs is creating a video presentation to the MnSCU Board that will feature some of the ideas we have also been discussing. It was suggested that the video be shown at Professional Day, if it isn't used during Fall Orientation.

White requested those members who attended the NCA Workshop in Chicago to review their notes for possible panel speakers and why they would be an asset to have on a panel. Email suggestions no later than Wednesday, July 13 to White, Borchers and Malott. Talking points for the speakers could include: how to prepare campus for what is to come, benefits their campus reaped by the process, how engaged their campuses were in the process, and the role of assessment in the accreditation process. Borchers agreed to work on a game for use during the lunch break.

Discussion moved to the format to use in surveying the attendees. Whether an electronic survey would garner greater response than a paper survey and whether a drawing would be a beneficial “carrot” to gain responses. Strong will email the most recent HERI survey results to the committee.

Core Values: The seven Core Values were rewritten as follows and one value: *A shared “liberal studies” experience for undergraduate students* was added at the last meeting.

Current Core Value	Revised Core Value
An environment focused on students.	A student centered learning community.
Effective teaching and learning	Accessible, active, and engaged teaching and learning
A diverse university community of mutual appreciation and respect for each individual.	A community that promotes, respects, and embraces diversity
Good citizenship and life-long learning.	Personal excellence and life-long learning.
The communities we serve.	A collaborative relationship with the communities we serve.
Creativity and innovation.	Individuality, creativity and innovation
An environment that promotes global understanding.	Informed citizenship and global understanding.

The committee recommended the mission statement and eighth Core Value created at the previous meeting along with the above revised Core Values replace the current mission statement (long & short) and aims.

Next steps: Strong will bring the recommendation to President Barden and will discuss strategy for unveiling the mission statement and core values during Professional Day. It was suggested that the focus of discussion on Professional Day be on whether the mission statement and values capture the image and identity of MSUM.

Next meeting: July 19, 2:00-4:00 MA 268, will be devoted to finishing the timeline. The August 2 meeting will be with the chief writer, Susanne Williams, and the template subgroup.