



**Minutes**  
**NCA Steering Committee**  
**September 13, 2006, 3:00 p.m.**

**Present:** Co-chairs Deb White and Judy Strong, Tim Borchers, Rinita Dalan, Justin Dornbusch (proxy for Leigh Wilson-Mattson), Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger, Susanne Williams

**Minutes:** Moved by Borchers, seconded by Dalan to approve the minutes of August 30, 2006. The motion was approved unanimously.

**Update and Questions on Self-Study Draft:** Williams reported on the editing that has taken place thus far on the report and asked for help from the teams. Criterion Teams are to:

- Need a balance between narrative and bulleted lists; fill in bulleted lists with more narrative content as it is easier to create lists from narrative as the narrative provides the thought, ideas and context;
- Sections with too much narrative are to be pared down in content. Be as concise as possible;
- Some sections have specific directives, please follow through;
- For each chapter, write an introduction or preview and a concluding paragraph;
- For each Core Component add a preview/overview of how that section will unfold;
- Evidence statements should not be a list but illustrated with content, for example describe College for Kids and state why it supports the evidence;
- Strengths/challenges summary is to be at the end of each Core Component and should list key items only.

Following discussion it was agreed that a glossary of terms would be added to the report. Confusion on how to handle multiple references/descriptions of programs such as TOCAR was discussed again along with length of the report.

Williams noted the second draft of the report will read much differently once Criterion Teams make the changes requested and she does additional editing. It was agreed Williams would notify Criterion Team co-chairs of any substantial editing changes so they can be reviewed/discussed by the teams. The Steering Committee was reminded to send sidebar ideas to Borchers. Building Capacity was suggested as a title for the report.

Timeline:

- September 25 – revised chapters returned to Williams;
- October 2 -- second draft returned to Steering Committee;
- October 4 – Criterion Team meetings to review second draft;
- October 6 – Williams notified if teams are not agreeable to editing changes;
- October 9-25 – final draft posted for campus review – comments sent to [selfstddy@mnstate.edu](mailto:selfstddy@mnstate.edu);
- October 25 – Steering Committee reviews/discusses campus feedback and makes final revisions;
- October 26 – Williams makes final editing changes;
- October 30 – report goes to Allen Sheets for design.

**Public Relations Update:** Nawrot report that fortune cookies and Frisbees have been ordered. The keychain flashlights will be distributed at the Peer Advising Office when Spring 2007 schedules are distributed. A display case in the union will feature reaccreditation information during January. Ordering shirts printed with the campus reaccreditation logo was discussed and it was decided to order red shirts with a white logo. Members willing to work at the reaccreditation table during DragonFest on September 19 should send their availability to Nawrot. Ideas for Continews articles should also be sent to Nawrot as well. An article announcing the report will be posted for campus review on October 9 was suggested. Print ads and stories to appear in The Advocate were discussed. It was agreed a story on the reaccreditation process should appear this fall and White agreed to be interviewed. Stories featuring each of the five criteria should begin in January and run up to the visit in March.

#### **Criterion Team Updates:**

- CT1 – A suggestion for “ideas for improvement” was to have the abridged mission statement placed on website index page footer. It was also suggested it be added to letterhead as it is replaced. Williams agreed to following up with Information Technology. White added that she will request that faculty add the statement to their spring semester syllabus.
- CT2 – The team has been working to fill holes in the chapter and has an elaborate process in place to accomplish the task.
- CT3 – The team has been discussing how to incorporate the National Survey of Student Engagement (NSSE) results in the chapter.
- CT4 – The team suggests an official response be written addressing the NSSE results for use by all the teams. A process to formally dissent if substantial changes are made to the report during the editing process was discussed. The team also brought up the issue of web links needing to be checked and updated prior to the team visit to be sure all are working.
- CT5 – The team has less elaborate process to plug holes in chapter. Have been digging for information/data to pump up the chapter. How to use NSSE has also been discussed.

**Document Scans Needed:** Teams were asked to notify Terry Shoptaugh, Library Archives, as soon as possible if additional materials need to be scanned.

**Release Time Schedule:** Strong circulated a signup sheet regarding spring semester reassigned time.

**Professional Development Day:** The NCA portion of Professional Development Day was discussed at length. Concerns expressed dealt with the format, that only faculty were included, and a fear that because October 17 is also listed as an advising day of the University calendar attendance would be affected. A suggestion to arrange the session as a fair/reception with tables/booths dedicated to specific topics such as Moorhead Together, each Criterion Team, Admissions, the new marketing plan, etc. was discussed. Using this type of format would be a kick-off to a campus informational campaign and bring employees together to celebrate MSUM’s strengths. Criterion Teams could follow-up with informal sessions over the next few months with every department/office on campus.

The following was agreed to:

- 9:30-10:00 coffee and rolls
- 10:00-11:00 overview of changes (Midgarden-planning, Crockett-campus facilities, Jeppson-Student Success Institute, Hamilton-marketing initiative)
- 11:00-12:00 information tables (one for each speaker, Criterion Teams, Summer Student Success Institute, Moorhead Together, Admissions). 12:00-1:00 lunch
- 1:00-3:30 Faculty Development Committee session

**Our Time to Shine:** A Celebration of MSUM was suggested as a theme/title of the session, but no agreement was reached. Suggestions for other information tables should be sent to Marla Smith. Criterion

Team One's survey will be incorporated into an online registration form. Strong agreed to draft a letter for President Barden encouraging attendance. It was suggested that an announcement addressing the calendar conflict/error with October 17 being an advising day be placed on the homepage. It was agreed to invite faculty and staff to the morning session.

**Next meeting:** Wednesday, September 27, 2006 at 3:00 p.m. in MA 268. The remaining agenda items will be added to the next meeting.

The meeting adjourned at 5:25 p.m.