



**Minutes**  
**NCA Steering Committee**  
**September 14, 2005, 3:00 p.m.**

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

**Guests:** Criterion 1 members Sylvia Barnier, Sheryl Jones, Amy Phillips, Jayne Washburn, Carolyn Zehren

**Minutes:** The minutes of the last meeting (8-25-05) were approved.

Following introductions, White explained that Criterion 1 members were present to voice concern to a revised/rearticulated mission statement proposed by the Steering Committee and the process used to develop it. Criterion 1 members were agreeable with the minor changes suggested for the Core Values.

It was determined to table the proposal for a revised/rearticulated mission statement and to use the self-study process to examine MSUM's identity and whether the current mission statement reflects who we are as an institution. It was suggested that the Criterion Teams discuss the Mission Statement(s), Aims, and Core Values and provide feedback to the Steering Committee so a better sense of who we are can be determined. CT1 will take the lead in gathering data on MSUM's identity at the October 14 Professional Development Day.

**ROUNDS:**

**CT2:** Each member was assigned a report to review then the team discussed them in depth. The team will need to conceptualize the framework MSUM works under. It is essential that we don't "whine" about MnSCU, as that was evident in one of the reports reviewed.

**CT3:** The team has discussed the amount of material that Chapter 3 will need to cover, in particular assessment and student learning, and the unique situation in being a unionized institution. It was suggested the team look at reports from institutions in New York and California as institutions in those states are also unionized. Due to some resignations over the summer the team needs to have additional members assigned. White will relay names of suggested appointees to President Barden. Teams can also consult with others for expertise as needed.

**CT4:** The team has met two times thus far, has read the Criterion, created a work flow grid, and formed subgroups to work on the various elements. Two issues have emerged:

1. Structure and format of the self-study report using examples/sidebars.

The sidebars will bring a human focus to an example thereby making the report more interesting. As each chapter is written the criterion team will be able to determine which example(s) to use. The chief writer will note and repair redundancies within chapters and the report will be posted on the web in DRAFT form for feedback.

2. More guidance on the layout of the chapters is needed as it will make a difference in how to approach the writing.

Following discussion on various approaches it was agreed to follow the format used by Central Michigan. Enz Finken agreed to create a template for review at Criterion Team meetings next week. The template and feedback will be discussed at the September 28 Steering Committee meeting.

**CT5:** The team has been reviewing reports from other institutions to determine what and how to approach the criteria. The main task is to determine the depth of the service to review in the chapter.

**Budget:** White distributed and reviewed the Steering Committee budget. Teaching faculty will have 1-course release time during spring 2006. During AY 2006-2007 co-chairs are to split the release time, with one getting the credit in the fall and the other in the spring. White will email dates for the spring 2006 HLC/NCA meeting.

**Professional Development Day:** Borchers distributed and reviewed a current schedule for the day. He reported that Jon Rosenthal, Illinois State University, and Cheryl Evans, Northwestern Oklahoma University, have agreed to speak. Criterion Team members need to assist at the breakout tables in the afternoon and that possibly a certain number of tables will discuss mission so data/feedback can be collected for Criterion 1. Borchers agreed to prepare a press release on Professional Development Day for Continews.

Further discussion on publicity and participation in the homecoming parade was tabled.

**Next meeting:** September 28, 2005.

The meeting adjourned at 5:05 p.m.