



Minutes
NCA Steering Committee
November 9, 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, Liz Rowse, Teri Walseth, Karla Wenger

Minutes: Moved by Gracyk, seconded by Dalan to approve the minutes of 10-26-05. The motion was approved unanimously.

Staff Meeting: Borchers reported on preliminary plans for a Staff Meeting regarding Reaccreditation 2007 tentatively scheduled for Wednesday, November 30, 10:00-12:00 p.m. The possibility of a having a staff member from North Dakota State University to speak was discussed. President Barden will encourage staff members to attend as well as encouraging supervisors to support staff attendance. Wenger and Strong volunteered to help Borchers and Goodman with final planning. Ed Choate and Barb Hoppe will also be asked to join the planning group and Criterion Team chairs are to request volunteers from the teams to assist during the table topic session. Criterion Team chairs are to send table topic questions to Goodman. A separate meeting for those staff who work the night shift will be held at 6:30 a.m. on November 30. White, Strong and Malott agreed to assist Borchers at the meeting.

Student and Other New Members: Strong reported that Student Senate has named a student to the Steering Committee. She will submit the compiled list of recommended replacements/additions to Criterion Teams to President Barden for appointment.

Memo from Dr. Barden: A suggestion that President Barden send a memo to the campus community to assist with data collection for the Resource Room was discussed. It was suggested that a notice regarding data collection assistance be put in the Campus Update on Reaccreditation 2007 in Continews.

Table Top Data: White announced that she has received data from the table top discussions on Faculty Professional Development Day without identification information. She reviewed the list of those responsible for tables that she hasn't received information from and asked Criterion co-chairs to follow up.

NCA Liaison Visit: A letter from John Taylor, NCA Liaison, was distributed and reviewed. Strong has sent a timeline and Iris Gill is working on the "institutional snapshot" he requested. The other questions that were raised in the letter were discussed and Strong will respond along with discussing possible dates in February – mid-March for his visit campus. It was agreed that as teams write their chapter the goals/items that are identified as problems to address would be

brought to the Steering Committee's attention during Criterion Team Rounds so they can be discussed and forwarded through the appropriate channel for a response prior to the team visit.

Library Porch: White reported that the Library Porch will not be available during the March 2007 visit. Other room options were discussed along with the necessity of having the Resource Room close to the Evaluators Room. It was suggested that Owens 207 be reserved for the Evaluators, Owens 206A be used as the Resource Room, and Owens 204 as a Meeting Room during the visit.

ROUNDS:

CT1: Questions on how to handle data were discussed. Teams are to store data in respective files in the Resource Room until the cataloging process is determined. A team member has resigned, but will not be replaced. Two student names have been submitted for assignment to the team.

CT2: Borchers reported on the conference he attended and distributed notes and other materials for discussion, including information on participation in the Delaware Study. A recommendation that MSUM participate in the study will be forwarded to AAC. Strong noted that MSUM currently participates in the National Survey of Student Engagement and results would be available from Institutional Research.

CT3: The team has been working in groups and is awaiting formation of the new assessment committee and results from its work. Two members are compiling the text based questions from the Faculty Professional Day registration survey.

CT4: A long-term agenda and list of immediately need data was distributed. The team has set an open forum for April 5 to collect feedback. Discussion ensued on whether open forums are needed for each Criterion Team. Criterion Teams are to discuss possible dates and submit to White prior to the next Steering Committee meeting, November 30. White agreed to compare the data request to the compiled master data list and let CT4 co-chairs know what they can request on their own.

CT5: The team subgroups working on core components. The need for MSUM to brag about its accomplishments was discussed.

Data: Strong volunteered to ask each vice president to pull materials for the last five years from their offices for the Resource Room.

Public Relations Subgroup: It was agreed that the Steering Committee will determine ideas/information for the Public Relations Subgroup to highlight in Continews. Additional ideas such as using a display window in the CMU, articles in TNT news, and the MSUM website were discussed. Rowse reported that the Reaccreditation 2007 Logo is being tweaked based on suggestions from the gathered feedback. Strong stated that a proposed budget request for public relations is need soon.

New Business: It was suggested that the Steering Committee take advantage of the captive audience during Student Academic Conference. Rowse volunteered to discuss the Steering Committee being allotted 5-10 minutes during the conference with Andrew Conteh.

December 14 Meeting: The Steering Committee agreed to devote the December 14 meeting to each Criterion Team giving an overview of what they expect to include in their chapters.

Next Meeting: November 30, 3:00-5:00 p.m., **CB 208A.**

The meeting adjourned at 4:55 p.m.