



**Minutes**  
**NCA Steering Committee**  
**December 14, 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, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger, Susanne Williams

**Minutes:** Moved by Dalan, seconded by Strong to approve the minutes of 11-30-05. The motion was approved unanimously.

White distributed a copy of the Criterion Team membership for review. Nathan Wood was added to Criterion Team Four as a student representative.

Borchers distributed a handout prepared by the Student Learning Outcomes Assessment Committee on tying student learning outcomes to the university mission documents. The list of identifiers was reviewed and additions/revisions were suggested. Deadline dates and how many departments/programs would be affected prior to the NCA visit were discussed along with whether departments/programs should match/identify with college mission statements as well.

**NCA Liaison Visit:** Strong announced that John Taylor, NCA liaison, will visit March 7-8, 2006. He will arrive on Tuesday evening, March 7 and leave Wednesday evening, March 8. It was agreed that the Steering Committee would have a lunch meeting (12:00-3:00 p.m.) with him. Malott volunteered to drive him to the airport on Wednesday. A subgroup should begin work in early January on an itinerary for March 8 that will include time with each Criterion Team.

It was suggested that a "Countdown to Reaccreditation 2007" kick-off event be held on March 5, 2006.

**Themes:** White distributed a revised list of MSUM Self-Study Themes for review. Additional ideas were suggested and discussed. White agreed to update the document incorporating the suggestions. Discussion ensued on the purpose of the document and its usefulness in preparing the Self-Study Report. It was agreed to table further discussion.

**Criterion Team Chapter Updates:** Each Criterion Team distributed and reviewed an outline of their respective chapters. Overlaps between the chapters and suggestions of additional ideas/documents/data to include were discussed. A list of potential areas to address in the introductory chapter(s) was created.

**Public Relations Subgroup:** Nawrot distributed a Public Budget Breakdown and passed out the red flashlights that will be distributed to the campus community in the near future.

Next meeting: The next meeting is scheduled for January 11, 2006, 3:00 p.m. in MA 268.