

**North Central Association  
Higher Learning Commission  
UDM Steering Committee - Minutes**

**Date:** January 27, 2005  
**Present:** Elaine Bell, Kathleen Caprio, Steve LaGrassa, Monica Leonard, Elizabeth Roberts-Kirchhoff, Nancy Surma, OSF, John Thomson, Sandra Wilson, Pam Zarkowski, Kathleen Zimmerman-Oster  
**Location:** Reno 200  
**Handouts:** 110<sup>th</sup> Annual Meeting Fact Sheet , The Criteria for Accreditation, AAHE*Bulletin.com* - Guided by Your Mission, AAHE*Bulletin.com* - Using Accreditation for your Purposes  
**Prepared by:** John Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
<b>1. Call to Order</b>	Meeting called to order	
<b>2. Welcome/ Introductions</b>	-	
<b>3. Item One:</b> Comments on the Charge from The AVP	No concerns or comments were made.	
<b>4. Item Two:</b> Review of the Planning Calendar	<p>K. Zimmerman-Oster reviewed Calendar Entry #4 - Steering Committee organizes and selects principle subcommittees. She stated that:</p> <ul style="list-style-type: none"> <li>- Subcommittee chairs will address their criteria and write a rough draft which will be shared with the Steering Committee</li> <li>- The final version of the Self-Study will be available on cd-rom - September 2006</li> </ul> <p>J. Thomson reported that after consultation with the President, Vice Presidents, Deans and Steering Committee Chair, three proposed visit dates were submitted to NC:</p> <ul style="list-style-type: none"> <li>- first choice - January 29 - 31, 2007</li> <li>- second choice - February 5 - 7, 2007</li> <li>- third choice - November 6 - 8, 2006</li> </ul> <p>NCA will assign the visit day after February 1, 2005</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>- All sections of the last Self-Study Report were submitted to the Director of Planning so that the document could be given a consistent style and voice. There were substantial revisions from the first to the second to the final draft. The President and Vice Presidents reviewed each draft.</li> <li>- Marketing can do a good job on branding and logoing the final document.</li> </ul> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- The Planning Calendar dates are wrong and need to be revised. It also has to be reformatted.</li> <li>- Although the planning calendar needs to be revised once the visitation date is known, a tentative schedule is: <ul style="list-style-type: none"> <li>- outline - May 05</li> <li>- first draft - November 05</li> <li>- second draft - February 06</li> </ul> </li> </ul> <p>E. Bell noted that the fall data will not be available until October.</p>	<p>Dr. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> <li>- receive the subcommittee drafts and write the Self-Study document.</li> <li>- revise and reformat the Planning Calendar.</li> </ul>

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<p><b>5. Item Three:</b> Travel to NC Annual Meeting Participation in Evaluator- Consultant Training</p>	<p>According to Dr. Schirmer, as many Steering Committee members could go to Chicago as want to go. The subcommittee co-chairs should definitely go. K. Zimmerman-Oster will check with Dr. Schirmer regarding the registration procedure.</p>	<p>Going - E. Bell, K. Caprio, S. LaGrassa, M. Leonard, N. Surma, OSF, S. Wilson, P. Zarkowski &amp; K. Zimmerman-Oster</p> <p>Not going - E. Roberts-Kirchhoff</p> <p>TBD - J. Baiardi, L. Bossman, J. Thomson</p>
<p><b>6. Item Four:</b> Committee and Sub-Committee Structure and Possible Use of:</p> <ul style="list-style-type: none"> <li>• Existing Assessment Committee</li> <li>• Existing Faculty Development Committee</li> <li>• Existing Core Curriculum Maintenance Committee</li> <li>• Other Committees</li> <li>• New Committees</li> </ul>	<p>K. Zimmerman-Oster stated that the various existing committees may have to use their subcommittees if their focus is addressed in more than one Criteria, e.g., assessment is referred to in both Criteria III and IV.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>- Every criteria needs to be reviewed and a small (4-5 people) subcommittee can be pulled together to tightly focus on specific components.</li> <li>- Today we should decide the chairs/co-chairs and let them meet and decide who they need on their subcommittees. The committees need to define themselves.</li> </ul> <p>Volunteer co-chairs were solicited for each criteria. Members who were not present and whose preference were not known or proposed members were designated by (?). They will be approached regarding their choice.</p> <p>All of the committee members agreed that it would be a useful strategy to have someone on the Steering Committee from the Core Curriculum Maintenance Committee. The current chair of this committee, Dr. Michael Barry, will be asked for his advice.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>- The subcommittees should meet before we add an administrator.</li> <li>- Since the Steering Committee charge was to plan, oversee and coordinate the self-study process, the Steering Committee members heading subcommittees should be co-liaisons not co-chairs.</li> </ul> <p>K. Zimmerman-Oster noted that she had an accreditation cd from the University of Northern Colorado. Downloaded copies will make it available to the Committee members.</p> <p>Comments/suggestions:</p> <ul style="list-style-type: none"> <li>- Wayne State University has a website which lists committee members, minutes and agendas. Dr. Schirmer should be approached regarding the need for someone to do a UDM NC website.</li> <li>- The NC liaison can be invited to campus.</li> <li>- Fr. Stockhausen and L. Bossman, current UDM NC consultants, should be approached to get their input.</li> <li>- Can we have an outside consultant or someone to share their recent experience come to campus?</li> <li>- Fr. Stockhausen may have Jesuit contacts and may be able to recommend a consultant.</li> <li>- The co-liaison/co-chairs should meet before the February 17<sup>th</sup> meeting and discuss/brainstorm their subcommittee's membership.</li> <li>- Volunteers should be solicited from the University community. They could be e-mailed the criteria. The community should be made aware of what we are doing.</li> </ul>	<p>Subcommittee co-chairs:</p> <p>Criteria 1 - Mission &amp; Integrity - P. Zarkowski &amp; L. Roberts-Kirchhoff</p> <p>Criteria 2 - Preparing for the Future - N. Surma &amp; K. Caprio</p> <p>Criteria 3 - Student Learning &amp; Effective Teaching - S. LaGrassa &amp; L. Bossman (?)</p> <p>Criteria 4 - Acquisition, Discovery, &amp; Application of Knowledge - S. Wilson &amp; M. Barry (?)</p> <p>Criteria 5 - Engagement &amp; Service - M. Leonard &amp; J. Baiardi (?)</p> <p>(?) - need to be approached regarding their preference.</p> <p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> <li>- ask Fr. Stockhausen to attend the next meeting to share his NC experience.</li> <li>- meet with Dr. Schirmer on Tuesday regarding: <ul style="list-style-type: none"> <li>- the need for someone to do the website.</li> <li>- asking Dr. Barry for either himself or someone from the Curriculum Committee to serve on the NC Steering Committee.</li> </ul> </li> </ul> <p>- The co-chairs should meet before the February 17<sup>th</sup> meeting and discuss/brainstorm their subcommittee's membership.</p>

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<p><b>7. Item Five:</b> Visiting Team – Desired Competencies</p>		<p>Visiting team members should be a reflection of what we are., i.e., have an exposure to:</p> <ul style="list-style-type: none"> <li>- Jesuit/Mercy institutions.</li> <li>- private, urban schools.</li> <li>- professional schools and health professions.</li> </ul>
<p><b>8. Item Six:</b> Requests for Handbooks or other materials</p>	<p>Two additional Handbooks are needed. It can also be downloaded from the NC website.</p>	
<p><b>9. Next Steps</b> Creation of February's Agenda</p>	<p>E. Bell's comments:</p> <ul style="list-style-type: none"> <li>- The NC annual reports have drastically changed over the last few years.</li> <li>- Financial issues are addressed in the Report.</li> </ul>	<p>February 17<sup>th</sup> Agenda</p> <ul style="list-style-type: none"> <li>- Potential Steering Committee Members</li> <li>- University of Northern Colorado CD Review</li> <li>- Fr. Stockhausen - NC Criteria</li> <li>- E. Bell - Matrix of Criteria for Accreditation, Operational Indicators and Institutional Snapshot</li> </ul>
<p><b>10. Adjournment/ Next Meeting</b></p>	<p>Meeting adjourned.</p>	<p>Next Meeting: February 17, 2005 1:00 - 3:00 p.m. Reno 200</p> <p>Future meetings: March 17 April 21 May 19</p>