

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

**Date:** February 17, 2005

**Present :** E. Bell, J. Baiardi, L. Bossman, K. Caprio, D. Koukal, S. LaGrassa, M. Leonard, E. Roberts-Kirchhoff, N. Surma  
J. Thomson, S. Wilson, P. Zarkowski, K. Zimmerman-Oster

**Location:** Reno 200

**Handouts:** Data Timelines for NCA Self Study, Survey of Student Opinions, 2004 Faculty Survey, The College Student Report 2004

**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
<b>1. Call to Order</b>	Meeting called to order	
<b>2. Housekeeping</b>	<p>J. Thomson reported that bounce-back was occurring on the listserv because some member's accounts were full.</p> <p>It was determined that members would be responsible for printing their own minutes and agenda. J. Thomson will only bring a couple copies of each to the meeting.</p> <p>K. Zimmerman-Oster noted that Fr. Stockhausen would not be attending the meeting because his knowledge of the NCA Criterion was limited since he never did a site visit.</p> <p>In K. Zimmerman-Oster meeting with B. Schirmer, the SC request for a consultant from a similar institution was declined because of financial aspects. B. Schirmer did mention the possibility of inviting Dr. Cynthia Zane, former Dean of CHP, someone who has been through the NCA training. K. Zimmerman-Oster said that, at the current stage, the SC does not need a consultant. Perhaps next year.</p> <p>A resource room is available on the 5<sup>th</sup> floor of the Fisher Building. It was suggested that copies of all the documents the Steering Committee (SC) receives, e.g., e-mail self-studies plus the old North Central Study and new NCA Handbook be placed in the room. An index of materials should be created.</p>	<p>J.. Thomson will:</p> <ul style="list-style-type: none"> <li>- contact the Help Desk and enlarge the e-mail boxes of M. Leonard, L. Roberts-Kirchhoff and P. Zarkowski.</li> <li>- place documents that the SC receives in the 5<sup>th</sup> Floor FAC Resources Room. An index will be created.</li> </ul>
<b>3. Item One:</b> Potential Steering Committee (SC) & Subcommittee Members	<p>D. Koukal reported that he was attending the meeting for B. Oljar, who was too busy to be on the SC. With the Honors Program and the CLAE Vision Committee work, he too will be unable to serve. He suggested that someone with a strong knowledge of the Core was needed.</p> <p>Potential subcommittee members were suggested.</p> <p>The question was asked, "What process should be used in inviting members?" Letters from the subcommittee co-chairs to individual persons or to the deans asking them to identify individuals. Faculty members need to check with their chair regarding their service. Upon acceptance, a letter of thanks needs to be sent from the Provost.</p> <p>It would be nice if we had the summary criterion and key points on the website. K. Zimmerman-Oster said that, when the website is set up, the minutes will be displayed.</p> <p>Members' comments:</p> <ul style="list-style-type: none"> <li>- The first subcommittee meetings be a brainstorming meeting. E. Bell volunteered to go to each brainstorming meeting if it would be helpful.</li> <li>- In order to get a broad range of comments and a cross fertilization of ideas, the vice presidents, deans, associate deans and undergraduate coordinators should</li> </ul>	<p>K. Zimmerman-Oster will talk with:</p> <ul style="list-style-type: none"> <li>- B. Schirmer to ask her to requests the ALT and PC identify data sources and/or resource people and to clarify what protocol should be used to get subcommittee members.</li> <li>- Liz Patterson to get her ideas regarding the website and a communication plan.</li> </ul>

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	<p>be asked for their suggestions regarding the criteria.</p> <p>A sheet listing each criteria and the col./staff resource person would be helpful.</p> <p>An umbrella communication piece like the general announcement like Loyola University Chicago's "To Chronicle And Celebrate" needs to go out to the whole community. It was noted that the SC needs to get more information before anything can be done. A communication plan is needed. Everyone needs to be involved in the process.</p> <p>To a question regarding a budget, K. Zimmerman-Oster responded, not yet.</p>	
<p><b>4. Item Two:</b> University of Northern Colorado &amp; Loyola University Chicago Self-study Reviews</p>	<p>Member's comments:</p> <ul style="list-style-type: none"> <li>- The North Colorado University document was very helpful. They were at the beginning of the assessment process. They have been through the NCA visit.</li> <li>- The Loyola University Chicago self-study, although formatted the same, was a very different document. They relied extensively on NSSE data. They do not have their site visit until April.</li> </ul>	
<p><b>5. Item Three:</b> Matrix of Criteria for Accreditation, Operational Indicators &amp; Institutional Snapshot - E. Bell</p>	<p>E. Bell reviewed the following handouts, Data Timelines for NCA Self Study, Survey of Student Opinions, 2004 Faculty Survey and The College Student Report 2004. On p. 3 the "Other possible data sets and/or needs" includes data that Northern Colorado used in their report. All of the data collected will provide an institutional snapshot.</p> <p>E. Bells' comments:</p> <ul style="list-style-type: none"> <li>- If the data is not there, feel free to ask her for it in a timely manner.</li> <li>- SC members will be tempted to do their own surveys, do not do them without the SC's approval. Since the deans, chairs, program directors will be asked for a lot of information, the SC should coordinate and centralize data gathering.</li> <li>- The teaching load data does not include law and dental.</li> </ul> <p>K. Zimmerman-Oster said the SC should think through the survey efforts.</p> <p>A question was asked whether the colleges/schools exit interviews were shared. No one knew the answer.</p> <p>S. LaGrassa said that his subcommittee will be inventorying data. N. Surma noted that the Assessment Committee will also be collecting a list of other available data.</p>	
<p><b>6. Item Four:</b> NCA Annual Meeting</p>	<p>N. Surma mentioned that the AAHE and HLC are sponsoring a June Assessment Conference in Chicago. A team of 3 people will be sent to the Conference.</p> <p>NCA Annual Meeting - After a discussion, it was decided that those attending:</p> <ul style="list-style-type: none"> <li>- Will make their own travel arrangements</li> <li>- Will all attend the pre-conference Self-Study Workshop and staying 4 nights (see exception below).</li> <li>- LaGrassa (less than 4 nights), Leonard, Surma, Wilson, Zarkowski (Fri. &amp; Sat. nights only), and K. Zimmerman-Oster (Fri., Sat., Sun.) Schirmer will also be attending.</li> </ul> <p>Each participant will complete a registration form and forward it to J. Thomson.</p>	<p>NCA Conference Participants - make own travel arrangements. Give receipts to J. Thomson.</p> <p>J. Thomson will see that the NCA conference registrations and hotel registrations are made.</p>
<p><b>7. Item Five:</b> Calendar</p>	<p>It was determined that everyone had a revised calendar.</p>	
<p><b>8. Item Six:</b> North Central Visit Date</p>	<p>No word has been received from NCA regarding the visit day.</p>	<p>B. Schirmer will contact UDM's NCA liaisons about the visit dates.</p>

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		about the visit dates.
<p><b>9. Next Steps</b> Creation of March Agenda</p>	<p>Before the next meeting the subcommittee co-chairs should talk with people and see who is interested in being on their subcommittees and get commitments. The deans should be asked to identify resource people prior to March 14<sup>th</sup> so that it may be discussed at the March 17<sup>th</sup> meeting.</p> <p>The members were asked to look over the Northern Colorado and Loyola information and the distributed surveys before the next meeting.</p>	<p>March 17<sup>th</sup> Agenda: Communication Plan Subcommittee Reports Northern Colorado and Loyola Universities Sel Studies</p>
<p><b>10. Adjournment/ Next Meeting</b></p>	<p>Meeting adjourned.</p>	<p>Next Meeting: March 17 1:00 – 3:00 p.m. R 200</p> <p>Future Scheduled Meetings: April 21 May 19</p>

2/21/05