

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

Date: March 17, 2005

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

Absent: K. Caprio

Location: Reno 200

Handouts: E-mail to Dr. Schirmer regarding Request from NCA Steering Committee from: Dean Mellon, Dean Hanifin, Dean Auer, VP Johnson

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Housekeeping		J. Thomson will distribute member's home phone numbers to the SC.
3. Northern Colorado & Loyola Chicago Universities Self-Studies	<p>Comments:</p> <ul style="list-style-type: none"> - The Loyola Steering Committee was loaded with administrators. They had big work groups which included a board member. - The Northern Colorado Study used data to bolster their statements. They also have large committees. - The 2 documents are very different. <p>K. Zimmerman-Oster said that she will be in Chicago in June or August and would like to meet with someone from Loyola's SC.</p>	K. Zimmerman-Oster will visit Loyola Chicago and have a meeting with a member of their steering committee.
4. North Central Self-Study	<p>Comments:</p> <ul style="list-style-type: none"> - It is too early to ask departments/programs for information. - When the subcommittees are collecting data, they should check with E. Bell and N. Surma since they know what is going on in the colleges/schools. - All of the subcommittee reports should be reviewed by the SC before distribution. - In the Town Hall meetings, the faculty should be asked if the Self-Study is a fair representation of the University. - Guidelines are needed on how to format the Self-Study. - The NSSE, HERI and the SAT Student Opinion Survey data can be used in the Self-Study. - The data should be presented in such a way that it reflects the University accurately and makes UDM look good. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She wants to edit materials before they are sent to NC or the UDM community. - The question is, what have we done with the data? 	Before any reports are released, they should be properly reviewed and approved.

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5. Subcommittee Members

K. Zimmerman-Oster talked with Dr. Schirmer regarding getting administrators on board and sending a memo to the ALT/PC (see handout). To date, only a few Deans/VPs have responded to Dr. Schirmer's March 11th e-mail to the ALT/PC. The e-mail contains 2 attachments:

- The Subcommittee's request for:
 - input about proposed subcommittee members.
 - suggestions for additional members.

The memo also cited each Criterion and named the subcommittee co-chairs.

- A copy of the **HLC/NCA Handbook**. The Deans/VPs were asked to read Chapter 3 if they were interested in the Criteria for Accreditation. Because of the Deans/VP's busy schedule this may be delayed.

Dr. Schirmer will send out a reminder to the ALT/PC.

After discussion it was decided that if someone was on the subcommittee list and the Dean did not object, it should be assumed that the person is acceptable.

K. Zimmerman-Oster's comments:

- She has spent a great deal of time on the phone trying to get a member of the Core Curriculum Committee for the SC. Dr. Vivian Dicks is a possibility. It is understandable why the CLAE faculty are reluctant to volunteer since a number of new college committees have been formed. If a CLAE member does not pan out, she will go back to Dr. Schirmer for ideas.
- The subcommittee co-chairs should be a faculty member and an administrator.
- Although it would be preferable not to switch subcommittee chairs, it might be necessary depending on who volunteers to serve. It is possible that S. LaGrassa and S. Wilson would co-chair subcommittee 4 and L. Bossman and S. McGriff would co-chair subcommittee 3.

Comments:

- In order to get a sufficient number of members, junior faculty members may need to be recruited.
- Look at Core Curriculum members from outside of the CLAE. Leon Lysaght (SOL) is an experienced member of the Core Curriculum Committee. He would be an excellent choice.
- After the Chicago meeting, the co-chairs may want to expand their committees and convene their subgroups.
- Should a board member be on every subcommittee? While they might not be able to attend the meetings, they can be electronically linked to the Committees. A board member should definitely be on the Criteria One subcommittee.
- The evolution of shared governance needs to be part of the report.

K. Zimmerman-Oster's comments:

- The co-chairs should:
 - hold-off until Monday approaching people on their list.
 - ask their potential subcommittee members to get their supervisors approval for their service.
- She will ask Dr. Schirmer about having a board member on each committee.

L Bossman said that the **Self-Study** is a living document since everything is evolving.

K. Zimmerman-Oster will:

- continue to try to recruit a member of the Core Curriculum Committee for the SC.
- meet with Dr. Schirmer regarding:
 - a board member being placed on the subcommittees.
 - finding a SC member who is familiar with Core Curriculum.

On Monday, subcommittee co-chairs may approach people on their list.

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<p>6. Communication Plan</p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She would like to make a bigger deal out of NC and to have a presentation at the Spring Convocation or April Town Hall meeting. - While the website (udmercy.edu/nca) is up and running, it has not advertised since a list of the subcommittee members is not yet available. - The website could be launched at a Town Hall meeting. <p>Comments:</p> <ul style="list-style-type: none"> - We all have a stake in this. We must be more aggressive in promoting NC and getting peopled engaged. - Perhaps Fr. Stockhausen could address the SC after his evaluator re-training. - The SC should work on a brochure to place on every seat at the Convocation. - While not everyone attends the Town Halls, everyone gets the e-mails. - Something should be sent out every month after the website is updated to keep NC on the communities' radar screen. - The UDMPU faculty election luncheon in April or May is a good time to announce the NC activities. - Any faculty members can schedule themselves at a college/school faculty meeting for a 5 minute NC update. <p>In K. Zimmerman-Oster's conversation with Ms. Patterson the following was discussed:</p> <ul style="list-style-type: none"> - NC information would be advertised in Campus Connection. - Focus on the Convocation as a place to launch the website. A brochure should be disseminated which includes how to get involved. - The website should have a letter from the President or Provost giving their support to the NC effort. NC needs to be addressed as being important and this being a call to action. - Something is needed for students. - Have the NC Handbook downloaded. - Put the timelines on the web. <p>A town hall meeting should be devoted to each of the NC criterion. The chapters' rough draft should be put on-line prior to its discussion. Criteria One - Mission and Integrity could be the first scheduled meeting. The SC needs to see the rough drafts before they are placed on-line.</p> <p>Financial resources for this committee should be requested. In particular, when Town Hall meetings are convened to discuss drafts of the self-study chapters, providing lunch or refreshments would be an incentive to draw faculty and staff to participate.</p>	<p>Develop a communication plan to fully engage th UDM community in NC.</p>
<p>7. Timelines</p>	<p>K. Zimmerman-Oster noted that the summer meeting schedule needs to be determined. It was mentioned that, since the most of the faculty are not here during the summer, that is the time to get all of the hard data in place.</p> <p>After a review of the NC Timetable the following tentative timelines were established:</p> <ul style="list-style-type: none"> - Between now and May 15 - Subcommittees should meet. - Hard Data Collected - Summer, 05 (Fall, 05 figures will need to be added.) - Submit Draft Self-Study Report - December, 05 / early January, 06 - Town Hall meetings - February, March and April, 06 - address the different criterion - Submit Final Self-Study Report - October, 06 	<p>To be determined:</p> <ul style="list-style-type: none"> - The date and time of the summer meetings. - More definite timelines.

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<p>8. Annual NC Meeting</p>	<p>K. Zimmerman-Oster talked with UDM's NC Liaison and determined that the pre-conference would be more valuable for the UDM participants than the conference.</p> <p>J. Thomson went over the list and verified hotel nights and conference registrations. Arrangements will be made tomorrow.</p> <p>Comments:</p> <ul style="list-style-type: none"> - Hotel room confirmation numbers should be sent to each participant. - It is important to have one person attend each criteria session. - When the UDM participants are in the resource room and reading other schools self-studies, they should note the kinds of evidence cited. - On Saturday morning, before the pre-conference, UDM's participants should meet to discuss what sessions they should attend. There are 45 Saturday programs listed on the web. Prior to the conference, members can e-mail the group regarding the sessions in which they are interested. 	<p>J. Thomson will have the hotel and conference registration arrangements made tomorrow. Confirmation numbers will be disseminated.</p> <p>On the day of the pre-conference, the UDM participants should meet to determine the meeting assignments.</p> <p>In the resource room, when reading other school self-studies note the kinds of evidence cited.</p>
<p>9. Accreditation Visit</p>	<p>L. Bossman's comments:</p> <ul style="list-style-type: none"> - The accreditation visitors can go any place, any time, to see anybody. - The Deans need to have their faculties ready for interviews. - Starting the day of the team arrival, a number of people need to be near the Team Room so that they can set up interviews. - The Deans should be alerted to the priority of the NC meetings. - The visitation is a command performance by the University. <p>It was noted that 7 evaluators were scheduled to come in 1997.</p>	
<p>10. Next Steps</p>		<p>April 21st Agenda: NC Annual Meeting Debriefing Subcommittee Membership Report Subcommittee Configuration Timelines</p>
<p>11. Adjournment/ Next Meeting</p>	<p>Meeting adjourned.</p>	<p>Next Meeting: April 21, 2005 1:00 - 3:00 p.m. Reno 200</p> <p>Future meeting: May 19</p>