

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

**Committee Name:** UDM North Central Steering Committee

**Date:** May 16, 2005 9:30 to 3:00

**Present:** E. Bell, J. Baiardi, L. Bossman, K. Caprio, V. Dicks, S. LaGrassa, M. Leonard, E. Roberts-Kirchhoff, N. Surma, OSF,  
J. Thomson, S. Wilson, K. Zimmerman-Oster

**Absent:** P. Zarkowski

**Location:** Lansing Reilly Hall Parlour

**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Housekeeping		
<b>3. Consensus Discussion:</b>  <b>Criteria</b> <b>Core Components</b> <b>List of Evidence</b> <ul style="list-style-type: none"> <li>- Need for new surveys</li> <li>- Data Requests</li> </ul>	<p>The Criteria for Accreditation were individually reviewed so that the SC understood what each of the criterion meant and could provide input as to where informational sources could be found. Sr. Surma noted that we needed to pick what evidence works for us. She then read through each of the Criterion and their Core Components. SC member's suggestions and comments regarding examples of evidence:</p> <p><b>Criterion One - Mission and Integrity</b> - Co-chairs - Roberts-Kirchhoff &amp; Zarkowski</p> <p><b>Core Component - 1a</b></p> <ul style="list-style-type: none"> <li>- We have a Mission and Vision</li> <li>- The Mission and Vision was accepted by NC in 1997</li> <li>- Since 1997 the Mission has changed</li> <li>- The 2 Statements should be displaced side-by-side with the changes noted</li> <li>- Admissions, University Advancement, Alumni Newsletters and the UDM website should be reviewed regarding their use of the Mission and Vision</li> <li>- Miami's Self-Study had a link to an index on their website</li> <li>- The various documents should be placed in the Resource Room</li> <li>- An index should note where the Mission is posted throughout the campuses</li> <li>- Nursing measures their Mission effectiveness</li> <li>- The Mission Effectiveness Committee should be cited</li> <li>- The SC should not critique the Mission</li> <li>- A copy of Fr. Stockhausen's Inaugural speech should be available</li> </ul> <p><b>Core Component - 1b</b></p> <ul style="list-style-type: none"> <li>- Examples should be given how urban context plays out</li> <li>- Both Miami and Loyola review this in their Self-Studies</li> <li>- Diversity and Mission should be combined - show statistics</li> <li>- Illustration are DAPCEP, UAS and Focus Hope</li> <li>- Because of low salaries, UDM cannot attract a diverse faculty</li> <li>- The Mission is embedded in the Faculty Recruitment Statement and procedure</li> <li>- Our faculty diversity numbers are low because of the number of faculty on phased retirement</li> <li>- This component needs to link with Criterion 5</li> </ul>	<p>The co-chairs will consider the information generated when they write their reports.</p>

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**3. Consensus Discussion:  
(continued)**

- Simple tables and graphs should be used in Criterion 1, more detailed tables and graphs should be used in Criterion 5
- Criterion 1 is not focused on outcomes, Criterion 5 is

**Core Component - 1c**

- NESSE, ACT-Student Opinion Survey and HERI have additional questions about the Mission
- There is no staff data
- The new staff orientation starts with off the institution's history
- The Mission is published in the Convocation and Commencement programs
- **Spiritus** just had an edition on leadership and service
- In the PTV the Mission is explicitly explained to the students
- The minutes of the Mission Effectiveness Committee should be available for review
- The Prioritization reports and curriculum development addresses Mission
- Hiring for Mission comes out of the Mission Effectiveness Committee
- College/school procedures that follow the Mission are needed
- Every example should be backed up by documents in the Resource Room
- Examples are needed from Student Life and Athletics
- A clear visual which shows how the Mission permeates the whole University is needed
- When Fr. Staudenmaier returns, he will be the University's Mission Officer
- The 1<sup>st</sup> page of every criteria should tell how it is linked to the other criteria
- What documents do the co-chairs have to gather?
- We need to find exemplars
- A flow chart is needed
- Our true strength is that we do the Mission well
- UDM gives 4 hours to staff who do service work

**Core Component - 1d**

- See **Core Component - 1c**
- Shared Governance needs to be addressed
- An introductory chapter may be needed on structure
- The SC needs to be upfront and address past concerns
- The forward should tell what has happened in the last 10 years, where we have been and where we are going
- The reader deserves an overview of what is going on, this will serve as a framework
- The Prioritization Process which addressed both academic and administrative programs could be used
- The institutional snapshot is a separate document from the Self-Study
- Both Miami and Loyola were very honest
- NC wants an honest self reflection

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**3. Consensus Discussion:  
(continued)**

**Core Component - 1e**

- The Board of Trustees' conflict of interest statement is needed
- Federal compliance must be shown
- This section overlaps with Criterion 5
- Livernois Development
- Clinics
- Use the animal use in research and human subjects policies
- Each college/school has an academic student grievance process
- Student Life has a non-academic grievance procedure
- Athletics and media should be addressed in Criterion 5
- Athletics has an NCAA Self-Study next year
- FERPA - Federal Education Rights & Privacy Act
- Sexual Harassment Policy
- UDM must post notices in papers regarding the accreditation visit

**Criterion Two - Preparing for the Future** - Co-chairs - Caprio & Surma

**Core Component - 2a**

- 2 key words are evaluation and planning
- While the ALT has looked at planning since the 1995-96 *Commission of the Future*, there is no one strategic planning document right now
- Dr. Schirmer is trying to consolidate all of the strategic plans
- We should start with our resource challenges
- Resources was a concern before
- Geographical concerns should be mentioned
- UDM is being impacted by things outside its control
- Carnegie Classification change
- The sale of the Outer Drive Campus
- The new College of Health Professions Building
- Renovation of the Chapel
- Legacy Campaign
- Colleges/schools strategic plans
- Highest and Best Use Committee
- A statement emphasizing how shared governance has slowed down the process should be in the foreword
- Loyola emphasized their new leadership
- Title III Grant for technology
- The CIO search and its results
- Use of college/school/program advisory and alumni boards

**Core Component - 2b**

- Open lines need to be looked at
- Huge cuts in the number of administration and staff

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**3. Consensus Discussion:  
(continued)**

- Benchmark institutions
- Adequate resources is a conundrum, it is hard to say something positive
- Facilities improvement
- Faculty salary upgrades
- Address cutbacks in relations to existing resources
- The cutbacks were guided by a plan
- There have been affirmative front line decisions
- Faculty/staff retirement contributions temporarily suspended
- A criticism is that the administration should have gotten to some decisions sooner
- Recruiting full-time students
- Program eliminations and additions

**Core Component - 2c**

- Student Opinion Survey
- Periodic review of academic and administrative programs had to be put on hold
- Accredited programs
- Colleges/ schools have an assessment person
- Cyclic review done with NESSE, ACT and HERI surveys

**Core Component - 2d**

- A challenging component
- Emphasis on full-time students
- Started the Instructional Design unit
- Refer to the Prioritization outcomes
- Cite the on-going process of the ALT and their work on strategic planning
- Use of student advisory groups

**Criterion Three - Student Learning and Effective Teaching**

- Co-chairs - Bossman & LaGrassa

**Core Component - 3a**

- This section calls for an inventory
- University Assessment Committee
- The problem part is the core curriculum
- The writing component has had some evaluation
- There has not been a lot of assessment of non-accredited programs
- The base computer placement exam has been helpful
- Continuing education programs
- Language and Cultural programs
- Dental
- Pastoral Nursing
- Part of the institutional snapshot is the pass rate on licensing exams
- Fr. Albright's pre-med and pre-dent records

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**3. Consensus Discussion:  
(continued)**

- 3b, 3c and 3d are closely linked
- Instructional Design Center
- Title III classroom support

**Core Component - 3b**

- Faculty orientation
- Promotion and tenure procedures
- Faculty Excellence Awards
- MSON - 14 different locations
- See Bob Rouse - delivers audio-visual equipment to the door

**Core Component - 3c**

- Renovation of C&F
- The new CHP Building
- Library Research Portal - 1 of 7 in the country when it started
- Faculty Development Seminars
- Staff training
- College and schools evaluate teaching and advising
- UAS tutoring
- Athletic study tables
- ALECS
- Residence Hall floors - Women in Science & Engineering, Honors, Quiet, Peace & Justice
- Binnie's House
- International Services Office
- African-American Certificate
- Women's' Studies
- Catholic Studies
- Gay-Straight Alliance
- Islamic Mosque
- English as a Second Language
- Library and Computer Labs - evening and weekend hours
- Dental notepads

**Core Component - 3d**

- Need to deal with space
- Psychology Clinic - preventative education
- SOD's on-line course evaluations
- Flashlight survey used by faculty
- Blackboard usage
- TWEN - SOL

**Lunch break - see Agenda Item 6**

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**3. Consensus Discussion:  
(continued)**

**Criterion Four - Acquisition, Discovery, and Application of Knowledge**

- Co-chairs - Dicks & Wilson

**Core Component - 4a**

- Continuing education programs
- **Campus Connections**
- Faculty Scholarship Day
- Faculty awards
- Travel allowance
- **Points of Pride**
- Graduate research and publications
- Honor Societies
- Academic freedom
- Ex Corde Ecclesiae
- Library training sessions and individual mentoring
- IDS training
- SOA and SOL lecture series
- Programming Board
- Design Center
- Clinics - Law, Dental and Psychology
- Masters in Community Development
- Evidence of student research in Architecture and English, e.g., **Student Journals, Dichotomy, SIC, Varsity News**
- UDM Press
- Dudley Randal Poet Contest
- Honors Convocation
- Sabbatical leaves
- Budget weakness

**Core Component - 4b**

- Core curriculum - everyone agrees that the core needs to be reviewed
- Majors required of students
- To be academically qualified to teach in the MBA program, you must have published in 2 journals in 5 years.
- Components 3 and 4 b 4 overlap
- Internships and Co-op
- Service learning
- Study abroad
- Accredited programs
- Political science and the Model UN
- Autonomous Vehicle
- Paper vehicle
- Ethics bowl

**3. Consensus Discussion:**

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(continued)

- LDI - Leadership and service programs
- Alternative spring break
- Graduate employment
- Going on to graduate school

**Core Component - 4c**

- Mirrors Component 1
- SOL - Joint degree
  - French Teaching Exchange
- CES - MAP, CAP and AAP
- CBA - Fu Jen University, Taiwan
  - Information Assurance Center of Excellence
- SOA - Poland & Italy programs
  - University of Windsor
  - Winning international and national competitions
- Alumni surveys - Nursing, English and Business
- Fulbright Scholars

**Core Component - 4d**

- Ethics Research
- Integrate social responsibility
- IRB
- Animal Use Committee
- Intellectual Property Rights - **UDMPU Contract** - in progress

**Criterion Five - Engagement and Service** - Co-chairs - Baiardi & Leonard

**Core Component - 5a**

- J. Baiardi and M. Leonard's comments:
  - June Focus groups are planned which will engage people across the University.
  - They will get on the Undergraduate Coordinators agenda to talk about articulation agreement and transfer policy.
- Any questions should be submitted to E. Bell. A schedule will be developed.
- Data will be returned from NESSE in August and HERI in the spring. The ACT-SOS data is already available.
- All the data cannot be collected at once. We need to plan out what needs to be collected in June, July, August, September and October.
- When conducting a focus group, It would be helpful to have a list of participants.
- The website could be dynamic place to communicate.
- SOD Outreach
- MCD concept
- Safety Street

**3. Consensus Discussion:**

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<p>(continued)</p>	<p>E. Roberts-Kirchhoff &amp; P. Zarkowski may also be interested in focus groups.</p> <p><b>Core Component - 5b</b></p> <ul style="list-style-type: none"> <li>- LDI</li> <li>- DAPCEP</li> <li>- Clinics</li> </ul> <p><b>Core Component - 5c</b></p> <ul style="list-style-type: none"> <li>- Tap into Undergraduate Coordinators</li> <li>- There is a need to identify community people</li> <li>- Focus Hope</li> <li>- Ford programs</li> <li>- NDC</li> <li>- Sodexho</li> <li>- Housekeeping</li> <li>- Barnes &amp; Noble</li> <li>- Copy Center</li> </ul> <p><b>Core Component - 5d</b></p> <ul style="list-style-type: none"> <li>- SOS</li> <li>- Retention data</li> <li>- Co-ops</li> <li>- Recruitment</li> <li>- Theatre</li> <li>- Library - open to the public</li> <li>- Calihan Hall</li> <li>- Summer Reading Institute</li> </ul>	
<p><b>4. Brainstorming Theme &amp; Logo</b></p>	<p>After a discussion of various themes, it was decided that the best idea to date was the use of the Inaugural theme of leadership and service but that it should be re-titled lead and serve. The SC was asked to think about the logo.</p> <p>SC comments:</p> <ul style="list-style-type: none"> <li>-The Instructional Design Center input should be solicited.</li> <li>- Post-it notes of the dates and times of the NC visit be distributed at the Convocation.</li> </ul>	<p>The SC should think about the logo.</p>
<p><b>5. Communication Plan</b></p> <ul style="list-style-type: none"> <li>- Convocation</li> <li>- Brochure</li> <li>- Website</li> <li>- Focus Groups</li> </ul>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- At the Convocation, Dr. Schirmer will mention the North Central Accreditation.</li> <li>- There will be an NC quiz at the Convocation luncheon.</li> <li>- A publication, like Loyola's, will be available at the Convocation.</li> <li>- The website is on-line.</li> <li>- An essential part of NC is to celebrate and energize.</li> </ul> <p>SC comments:</p> <ul style="list-style-type: none"> <li>- At the June meeting, we need to fine tune the timelines and the communication plan.</li> <li>- The SC need to have the perception of openness</li> </ul>	

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	<p>- Pins could be distributed at the Convocation. Since something is given out every year it would not be an added expense.</p>	
<p><b>6. Lunch Discussion:</b> <b>Report from previous site visit and response to recommendations.</b></p>	<p>Dr. Schirmer joined the Retreat for the luncheon conversation.</p> <p>The response to the 4 concerns listed on p. 62 of the <b>1997 North Central Final Report of a Visit to University of Detroit Mercy</b> should be addressed in the foreword.</p> <p>Members' comments:</p> <ul style="list-style-type: none"> <li>- Significant computer infrastructure improvements have been made.</li> <li>- Since 1997, 2 <b>UDMPU Contracts</b> have been negotiated and faculty compensation has been addressed both in increases and equity adjustments. Benchmarked institutions were employed. Concrete action can be demonstrated.</li> <li>- There has been a significant increase in the travel allowance.</li> <li>- Fears of 1975's Black Sunday still stirs the faculty.</li> <li>- The SC needs to be up front regarding UDM's difficulties, they cannot be white-washed.</li> <li>- Evaluations are now more data driven.</li> <li>- The institution must respond to concerns when the report is sent back.</li> <li>- The SC did not see the <b>1997 Final Report</b>.</li> <li>- While UDM is still under-endowed, the Legacy Campaign is still bringing in funds as the pledges mature. The response should be narrowly focused to endowment. Mr. Kerrigan should be contacted.</li> <li>- While systematic review and approval of academic programs was done during Prioritization, it is now on hold due to shared governance.</li> <li>- The Chemistry labs are still in poor condition.</li> </ul> <p>L. Bossman said that the institution does not have to respond to NC advice.</p> <p>Dr. Schirmer said that this SC would see the <b>2007 Final Report</b>.</p>	
<p><b>7. Sub-Committee Composition – Lists provided by Co-Chairs</b></p>	<p>K. Zimmerman-Oster requested the co-chairs send her their committee membership lists. She made a list of those not selected and will send a letter thanking them and saying that they will be placed on a resource list.</p>	<p>Co-chairs send their list of committee membership to the chair.</p> <p>K. Zimmerman-Oster will send a letter thanking those not selected telling them that they will be placed on a resource list.</p>
<p><b>8. Logic Model and Plan Revision</b></p>	<p>The May 5<sup>th</sup> revision of the Logic Model and Plan was e-mailed to the SC members. The Logic Model and Plan will be sent to our NC Liaison as soon as the subcommittee membership is complete.</p>	<p>K. Zimmerman-Oster will send the Logic Model and Plan and the subcommittee membership to our NC Liaison.</p>

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<b>9. Adjournment/ Next Meeting</b>	Meeting adjourned.	Upcoming Meetings: Thurs., May 19 - cancelled  Wed., June 14 - 9:00 - 11:00 - C&F - Agenda Topic - Styling Issues - Available Data - Timelines Refined - Communication Plan  Tues., July 19 - 10:00 a.m. - 12:00 noon
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