

Committee Name: UDM North Central Steering Committee
Date: June 14, 2005
Present: E. Bell, J. Baiardi, K. Caprio, V. Dicks, S. LaGrassa, M. Leonard, E. Roberts-Kirchhoff, N. Surma, OSF, J. Thomson, S. Wilson, P. Zarkowski, K. Zimmerman-Oster
Absent: L. Bossman
Location: 119 C&F
Handouts: Draft Self Study Schedule, Self Study: Talking Points - Draft, North Central Subcommittees Membership Listing and ***UDM Publication Handbook***
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. NC Submissions	K. Zimmerman-Oster reported that she submitted the Draft Self Study Schedule, Self Study: Talking Points - Draft, and the North Central Subcommittees Membership Listing to NC. She is waiting for feedback.	
3. Sub-Committee Progress Report:	<p>Criterion 1 E. Roberts-Kirchhoff's comments: - The Subcommittee: - had its first meeting. - set up a blackboard site with a different folder for each core components. - at its next meeting, the end of July or August, will determine a writing plan. - first focus group is tomorrow. The focus group will also include some Criterion 5 questions.</p> <p>Criterion 5 J. Baiardi's comments: - The Subcommittee: - had their first meeting in May. - first focus group is tomorrow. It will be a combined group with Criterion 1. - has 4 focus groups set up, 3 in June and 1 in July. - focus group questions will be placed on the listserv.</p> <p>K. Zimmerman-Oster said that the SC and subcommittees minutes should be posted on the website. After a discussion about the handling of sensitive information, it was suggested that, while negative issues should be addressed, references to programs that could be directly connected to people should not be posted in public minutes but maintained in private notes.</p> <p>K. Zimmerman-Oster stated that she was working on the minutes postings with Public Relations. She requested that any website feed-back should be shared with her.</p> <p>In reference to a question, it was determined that Shared Governance fits both into the introductory chapter, which will set the stage, and Component 1d, where it will be more fully explained. The introductory statement should note that, because of Shared Governance, many things are in a state of controlled change.</p> <p>Criterion 3 S. LaGrassa's comments: - Matthew Mio, Kathi Shepherd and Anne Griffin (SOL) have been added to the subcommittee.</p>	

	<ul style="list-style-type: none"> - At their first meeting, they talked about each component and the following assignments were made: <ul style="list-style-type: none"> - 3a - L. Bossman and S. LaGrassa - 3c - M. Pacha and M. Mio - 3b & 3d - E. Clemons, A. Griffin, K. Shepherd and S. Swart Each group will work independently. - The subcommittee will meet monthly. <p>N. Surma announced that, at the end of June, she, S. LaGrassa, V. Dicks and K. Zimmerman-Oster will be attending a 3 day Assessment Workshop in Lisle, Illinois.</p> <p>Criterion 2 N. Surma said that the subcommittee has not yet met. She and some of the subcommittee members have been busy conducting the Vice President for Business & Finance search. A meeting will be scheduled.</p> <p>Criterion 4 V. Dicks' comments: <ul style="list-style-type: none"> - The subcommittee has not yet met. - The Subcommittee is: <ul style="list-style-type: none"> - in touch with subcommittee members by listserv. - working on their task. - looking into blackboard. </p>	
<p>4. Available Data – Elaine Bell</p>	<p>E. Bell's comments:</p> <ul style="list-style-type: none"> - She is: <ul style="list-style-type: none"> - creating trend data tables. - putting the HERI and the Student Opinion Survey data in a usable format. - working on an institutional snapshot which will include 3 years of prior data. - The data will be going up on the IR website. This can be linked to the NC website. - Tables should appear in the text when they address a specific issue. Most data however, should be in the appendix. - All data requests for Human Resources, Admissions and Financial Aid should be funneled through her. - If any member has data needs they need to let her know. - The student profile data will be available sometime this month. The faculty data will be available shortly after that. <p>Comments:</p> <ul style="list-style-type: none"> - Tables and narratives can be useful. - The University of Miami Self-Study used a lot of tables. 	
<p>5. Data Needs – Staff and Faculty Survey and/or Focus Groups?</p>	<p>K. Zimmerman-Oster reviewed Loyola University Chicago's Leadership Input Template which was used as a general invitation across the University community to gather additional information. Loyola's five points were mission, future, learning, knowledge, and engagement.</p> <p>She suggested that SC members use the Talking Point when they make presentations to the various university constituencies, such as, PC, ALT, College meeting on Convocation Day, Council of Chairs, the undergraduate program coordinators committee, graduate program directors and the student senate. (See May 5th Logic Model and Plan - Objectives - 6)</p>	<p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - will work on the handouts which will include the Self Study Plan, UDM Input Template, Report Outline, Self Study Schedule and information regarding the site visit. - draft a memo for Dr. Schirmer asking for time on the ALT and PC agendas.

	<p>Comments:</p> <ul style="list-style-type: none"> - The approach should be top down, i.e., Deans, Chairs, Faculty. - Everyone should be involved in accreditation, not just the leadership. - Do both formal presentations and general e-mails. - Everything is for the faculty, there is nothing for the staff. - Presentations should be made at the various VP's/Directors staff or planning meetings. - A delineation of criteria would be helpful, a reference point. We need something cohesive that we all have. <p>K. Zimmerman-Oster 's comments/response to questions:</p> <ul style="list-style-type: none"> - She: <ul style="list-style-type: none"> - will rework her Self Study piece to reflect the discussion and adding presentations to the major administrative areas. - would like to set up the presentation meetings as soon as possible. - will work on the handouts which will include the Self Study Plan, UDM Input Plan, Report Outline, Self Study Schedule and information regarding the site visit. - is not sure how much the alumni should be involved. What did other schools do? - At the Convocation she will give a brief announcement. - The presentations should be done by multiple SC members. - A University organizational chart would be helpful. <p>Comments:</p> <ul style="list-style-type: none"> - The question regarding the alumni is, do we want to do it, not if anyone else has done it. - The Convocation announcement is important. We need to get people engaged. - Tell the VPs and Deans what you want to do and then ask them when their meetings are. - Ideally there would be 2 SC representatives, a faculty and a staff member. - Redundancy of the message is good. - Run the idea past Dr. Schirmer and get her to request time on the ALT and PC schedule. Her advice on the distribution method for the NC Convocation booklet would also be helpful. - The Convocation handouts should be distributed when you talk about it, not pre-set. <p>N. Surma reviewed the meeting schedules of the various constituencies.</p> <p>K. Zimmerman-Oster said that she will draft a memo to the PC and ALT for Dr. Schirmer asking for time on their agendas to get their input on the process and solicit their leadership in engaging members of the UDM community.</p>	
<p>6. Revised Timeline</p>	<p>K. Zimmerman-Oster thoroughly reviewed the Draft Self Study Schedule. The SC made a number of suggestions regarding dates and topics. She will revise the Schedule and distribute it to the Committee. It was suggested that a website date be added.</p> <p>The question whether or not Dr. Solomon, NCA Liaison, should make a campus visit before or after the Self-Study draft was discussed. K. Zimmerman-Oster will check with L. Bossman, Dr. Schirmer and Dr. Solomon.</p> <p>K. Zimmerman-Oster will resubmit to NC the revised Schedule, Self-Study Plan and Subcommittee list.</p>	<p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - revise the Schedule and distribute it to the Committee. - check on the campus visit date for the NC Liaison. - resubmit the revised Schedule, Self-Study Plan and Subcommittee Membership List to NC.

<p>7. Communication Plan</p> <ul style="list-style-type: none"> - Convocation – Talk, Sticky Notes, Questions for Lunch - Theme & Logo - Brochure - Website 	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - reported that Public Relations is working on the Leadership & Service Theme and Logo. Sticky notes which will have the UDM-NCA logo, theme, visit dates and website will be printed. - will work on the UDM Community Input Template. <p>N. Surma and L. Roberts-Kirchhoff volunteered to work on the Convocation lunch questions.</p> <p>UDM's brochure will be patterned after Loyola brochure.</p>	
<p>8. Other Issues</p>	<p>K. Zimmerman-Oster's reviewed the <i>UDM Publication Handbook</i> obtained from Public Relations. Although the publication is outdated, it provides some information on style.</p> <p>E. Bell was asked to provide the proper method to cite research references.</p> <p>It was suggested that the Self-Study should be written in the active voice.</p>	
<p>9. Next Steps</p>		
<p>10. Adjournment/ Next Meeting</p>		<p>Upcoming Meetings: Tuesday, July 19 - 119 C&F - 10:00 a.m. - 12:00 noon</p> <ul style="list-style-type: none"> - List of ALT & PC Meeting Dates - Draft of Convocation Questions - Focus Group Report - Subcommittee Status Report - Draft Convocation Booklet - Assessment Workshop Report