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| | <p>Criterion 3</p> <p>S. LaGrassa's comments:</p> <ul style="list-style-type: none"> - The subcommittee: <ul style="list-style-type: none"> - met last week for the second time. - A site/course on the UDM Blackboard was set-up by S. Swartz. She will help anyone set-up a site. - is putting together faculty, administrators and staff surveys for distribution during mid-August. Each has a different set of questions. <p>E. Bell reminded the SC that she should review surveys before they are distributed. S. LaGrassa said that he would share the surveys with the SC at the next meeting or via the listserve.</p> <p>K. Zimmerman-Oster suggested that the surveys be sent out after the Convocation so respondents have some background.</p> <p>K. Zimmerman-Oster requested that all of the SC and subcommittee members be enrolled in all of the different subcommittee Blackboard sites. J. Thomson was directed to send the revised listing to S. Swart.</p> <p>An SC member commented that, to prevent confusion, we need a unified list of websites.</p> <p>K. Zimmerman-Oster said she would ask Cheryl Anderson to connect all of the different Blackboard websites to the UDM/NCA website. (www.udmercy.edu/nca/) SC members were requested that, if they added something significant to their Blackboard sites, they should alert the other SC members by e-mail.</p> <p>Subcommittee co-chairs were asked to send the names of their Blackboard sites to J. Thomson.</p> | |
| <p>3. Feedback from NCA-Karen Solomon</p> | <p>K. Zimmerman-Oster said that, in talks with Karen Solomon, the UDM NC Liaison made 3 suggestions:</p> <ul style="list-style-type: none"> - 1. Expand the Criteria 4 Subcommittee membership. - 2. Schedule a meeting to get Board of Trustees approval for the final report. - 3. Add communication and follow-up to the timeline. <p>K. Zimmerman-Oster's response to K. Solomon's suggestions:</p> <ul style="list-style-type: none"> - 1. Criteria 4 Subcommittee membership expansion is unnecessary. - 2. How to tap into the Board of Trustees needs to be considered. Currently, Dr. Schirmer takes these matters to the Academic Affairs Subcommittee. Perhaps a formal presentation to the Board may not be needed. - 3. Communications and follow-up needs to be added to the Self-Study Schedule and possibly tied to Strategic Planning. | <p>K. Zimmerman-Oster will revise the Self-Study Schedule based on the suggestions of K. Solomon.</p> |

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| <p>4. List of ALT & PC Meeting Dates</p> | <p>K. Zimmerman-Oster stated that she made a PowerPoint presentation at the last ALT meeting. Handouts to the ALT included a copy of the PowerPoint Presentation Slides, NCA - 3.1 The Criteria for Accreditation, UDM Community Input Opportunity (template) and Letter to the ALT. An attempt to get on the PC agenda before the Convocation is iffy. 3 Deans have responded to her request to set up a college/school meeting date.</p> <p>Scheduled Meeting Dates:</p> <ul style="list-style-type: none"> - Library - Tuesday, August 23, Room 324, between 9:30 and 11:00 a.m. - presenters - S. Wilson and E. Bell - CHP - Thursday, September 1 - St. John's Center, Plymouth - morning - presenter - Baiardi - CLAE - Thursday, August 25, Life Science 113, between 1:00-3:00 p.m. - presenter - Dicks & Zimmerman-Oster <p>Meeting not yet scheduled:</p> <ul style="list-style-type: none"> - SOA - August 25 & 26, downtown, S. LaGrassa will check with the Dean - presenters - Zimmerman-Oster & possibly Caprio if she is available - SOD - August or September Faculty Assembly - P. Zarkowski will check with the Dean - presenter - Zarkowski <p>The other SC members will check with their deans and get a date.</p> <p>It was suggested that the template be combined with the flashlight survey.</p> <p>K. Zimmerman-Oster said if the faculty and staff presentations are redundant with the Convocation presentation there can be a quick slide show and then the presenters can focus more time on answering questions. The presentations should take 15-20 minutes.</p> <p>After a discussion, it was determined that K. Zimmerman-Oster should contact the following to set up staff meetings:</p> <ul style="list-style-type: none"> - Dean of Admissions - Denise Williams - Director of Financial Aid - Sandra Ross - Director of Athletics - Brad Kinsman - Vice President of Business & Finance - Vincent Abatemarco - Vice President of University Advancement - Adrian Kerrigan - Vice President of Enrollment & Student Affairs - Michael Joseph | <p>K. Zimmerman-Oster will contact appropriate individuals to set-up the staff meetings.</p> |
| <p>5. Assessment Workshop Report</p> | <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The workshop was very valuable. It underscored the importance of assessment. - Mentors helped each of the college groups. - UDM programs that are not doing assessment may have to be tutored. - Each college/school had to come up with an action plan. - Institutional culture will have to change regarding assessment. - The enthusiasm of the new faculty needs to be captured. | |

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| <p>6. Convocation</p> <ul style="list-style-type: none"> - Draft of Convocation Questions - Draft Convocation Booklet | <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The SC was asked to share their specific examples with her so that she can use them in her Convocation presentation. - The picnic format is not organized to have questions. <p>L. Roberts-Kirchhoff distributed the draft of the Questions for the Accreditation Quiz for the Fall Convocation. It was decided that the questions could be used after the college/school meetings.</p> <p>K. Zimmerman-Oster referred to her July 15th e-mail regarding brochure pricing and tagline suggestions. In her talk with Dr. Schirmer, K. Zimmerman-Oster was advised not to give out expensive booklets only to have them thrown-away. It is better to send the UDM community an e-mail and direct them to the website.</p> <p>She then reviewed the suggested list of taglines. After a discussion, it was the consensus of the SC to adopt "Making the Grade: Transforming Lives to Lead & Serve" as the theme.</p> <p>Due to the expense it was decided not to purchase NC tee-shirts for the SC but instead order Self-Study Buttons for the SC to wear at Convocation.</p> <p>J. Thomson was told to order NC Self-Study Buttons.</p> <p>It was decided to order sticky notes on which would be printed the theme, site visit dates, and website address. Leftovers can be used up to the time of the site visit.</p> <p>NC Criteria of Accreditation bookmarks were distributed.</p> <p>It was noted that the SC will be doing something both this and next fall. Perhaps something like a printed executive summary would be more appropriate later. It was suggested that the timeline and criteria appear in the Convocation Booklet. K. Zimmerman-Oster will contact Academic Affairs regarding printing something in the Convocation Booklet.</p> <p>M. Leonard stated that communications with students includes:</p> <ul style="list-style-type: none"> - An NC table at the Student Organizational Fair the day of Celebrate Spirit. - Student Senate presentation. - Student Leader focus group. - Student Senate Retreat in September. <p>K. Zimmerman-Oster said that she needed documentation of how people have been engaged.</p> <p>To a question asked about how alumni service work is assessed, E. Bell said she would ask L. Small about alumni service records.</p> | <p>J. Thomson will order NC Self-Study buttons.</p> <p>K. Zimmerman-Oster will contact:</p> <ul style="list-style-type: none"> - Marketing about ordering printed sticky notes. - Academic Affairs regarding printing something in the Convocation Booklet. <p>E. Bell will ask L. Small if they collect data on alumni service.</p> <p>THEME - "Making the Grade: Transforming Lives to Lead & Serve" as the theme.</p> |
| <p>7. Other Issues</p> | <p>K. Zimmerman-Oster</p> <ul style="list-style-type: none"> - Resource Room - During the last NC visit, Ms. Kristine McLonis, Library, was in charge of the Resource Room. She will talk to her about being reappointed and invite her to the next SC meeting. - Self-Study - First Draft - When finished with the First Draft the co-chairs were directed to give her everything they have. Dr. Schirmer suggested that a skeleton first draft be shared with the UDM community. - Self-Study Schedule - was distributed and will be shared with the external community. | <p>K. Zimmerman-Oster and Sandra Wilson will approach Kristine McLonis about being in charge of the Resource Room and invite her to the next SC meeting.</p> |

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| | <p>S. LaGrassa</p> <ul style="list-style-type: none"> - Assessment Snapshot - Concern was expressed that 40% of the programs have not responded. 3. a. will need to summarize that data. Sr. Surma needs to remind the late programs to respond. <p>E. Bell</p> <ul style="list-style-type: none"> - Surveys <ul style="list-style-type: none"> - HERI - has been returned. A small committee will be formed to look over the results to see if there is anything that can be used. August 15th is the target date for completion. - SAT - Student Opinion Survey - a group is being created to review the data. - NSSE - The data will be received the end of August. A committee will be established to assess the information. - The Institutional Research internet site will be up by August 15th. Enrollment counts and trend data will be available. A link can be established with the NC website. In response to a question, she said that, while the faculty and staff use of tuition waivers data is not currently available, it is easily retrievable. <p>K. Zimmerman-Oster</p> <p>Website - When asked about what should appear on the website the SC suggested:</p> <ul style="list-style-type: none"> - Timelines - All documents sent to K. Solomon - Blackboard sites links <p>J. Thomson</p> <p>Documents Dating - SC members were asked to date all of their documents.</p> | |
| <p>8. Next Steps</p> | <p>-</p> | |
| <p>9. Adjournment/ Next Meeting</p> | <p>The SC agreed with K. Zimmerman-Oster that, during the Term I, the SC would meet once a month, during Term II, twice a month. After a poll of the members, it was determined that Tuesday afternoons starting between 1:30 and 2:00 p.m. was the best time for meetings. She will e-mail the SC regarding further meeting times.</p> | <p>Upcoming Meetings:</p> <ul style="list-style-type: none"> - Tuesday, August 16 - 119 C&F - 10:00 a.m. - 12:00 noon - Tuesday, September 13 - 119 C&F - 1:30 - 3:30 p.m. <p>K. Zimmerman-Oster will e-mail the SC regarding further meeting dates.</p> <p style="text-align: right;">7/22/05</p> |