

Committee Name: UDM North Central Steering Committee
Date: September 13, 2005
Present: J. Baiardi, E. Bell, L. Bossman, V. Dicks, S. LaGrassa, M. (Leonard) Wilson, E. Roberts-Kirchhoff, N. Surma, OSF, J. Thomson, S. Wilson & K. Zimmerman-Oster
Absent: K. Caprio & P. Zarkowski
Location: 119 C&F, 1:30 - 3:30 p.m.
Handouts: Criterion #3 Draft Schedule & Data Notebooks - Team Members Only
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Subcommittee Progress Reports - Focus Group report - Cr. 1&5	<p>Criterion 1 E. Roberts-Kirchhoff's comments:</p> <ul style="list-style-type: none"> - The subcommittee: <ul style="list-style-type: none"> - Met as a group. - Made 4 team assignments. Since core component 1.a. and 1.c. overlapped they were assigned to a single group. - Fr. Staudenmaier wants to be placed into the group that discusses 1.a. & 1.c. - The President of the Student Senate will also be involved. - Fr. Wright, a member of the subcommittee, is also a member of the Board of Trustees which brings in that constituency. - Sr. Mouch is a Mission Effectiveness Committee member. <p>Criterion 2 N. Surma's comments:</p> <ul style="list-style-type: none"> - The subcommittee has a meeting scheduled for this Friday. - J. Tubbs is looking for commonalities in the college/schools strategic plans. - N. Kyser is currently a visiting professor at Catholic University. <p>Criterion 3 L. Bossman's comments:</p> <ul style="list-style-type: none"> - The subcommittee: <ul style="list-style-type: none"> - Met this morning and established the following deadlines (see handout): <ul style="list-style-type: none"> - Criterion Outline - October 3 - First Draft - November 21 - They are trying to keep a step ahead of the SC Committee. - Has found an unevenness across colleges/departments and are trying to take a proactive role by initiating an action plan for progress. - At the end of the process, will create an action plan for the new shared governance committee. - Is working on sending out a request for their homemade survey to E. Bell. <p>After discussion, it was decided that survey questions would follow the following timelines:</p> <ul style="list-style-type: none"> - September 20 - Submit questions to the SC listserve - September 27 - Finalize questions - October 1 - Post questions for faculty using Flashlight - October 15 - Survey responses due back <p>K. Zimmerman Oster's comments:</p> <ul style="list-style-type: none"> - Any survey questions should be reviewed by the whole SC. - She will create the flashlight tool for the survey. - About October 1st she will send out an e-mail informing the university community of the Flashlight survey and reminding them of the Community Input Opportunity form. A monthly community update is planned. 	<p>K. Zimmerman Oster will:</p> <ul style="list-style-type: none"> - Create the flashlight tool for the Criterion 4 Subcommittee survey. - Send out an e-mail informing the university community of the Flashlight survey and reminding them of the Community Input Opportunity form. <p>M. (Leonard) Williams and J. Baiardi will participate in the Student Leadership Organizational Fair.</p> <p>After the Celebrate Spirit picnic lunch E. Bell and M. (Leonard) Williams will distribute to the students blow pops tagged with the NC Site Visit Date.</p>

	<p>Criterion 4 S. Wilson's comments:</p> <ul style="list-style-type: none"> - The subcommittee: <ul style="list-style-type: none"> - Met as a whole for the first time the day after the last SC meeting. Another meeting is planned for next week. - Put a chart together of everything that needs to be done. <p>Criterion 5 J. Baiardi's comments:</p> <ul style="list-style-type: none"> - The subcommittee: <ul style="list-style-type: none"> - Met in August. - Needs to gather more data. - Plans to gather data from student groups and also to get NC on the students' radar screen. - Will look over their survey questions. <p>M. (Leonard) Williams said that they will participate in the Student Leadership Organizational Fair which takes place after Celebrate Spirit on Thursday. After the picnic lunch E. Bell and M. (Leonard) Williams will distribute blow pops tagged with the NC Site Visit Date to the students.</p> <p>E. Bell suggested that the ACT and NSSEE Surveys could be used as a tie into the Students.</p>	
<p>3. Presentation Meeting Times</p>	<p>K. Zimmerman-Oster reviewed the Presentation Meeting Times noting the unscheduled events. K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The SOD is not yet scheduled. - A Student Senate presentation needs to be added. - The Financial Aid and Registrars Offices opted out of the talking points presentation since both the directors are aware of what is going on. - The Dean of Admissions will participate in a focus group. 	
<p>4. Convocation and Presentation Feedback</p>	<p>K. Zimmerman-Oster stated that the Convocation presentation was well received.</p> <p>An SC member mentioned that a number of the athletic staff did not attend. It was noted that a continual athletic department concern was the lack of resources. K. Zimmerman-Oster said that lack of resources should be presented as a challenge not a gripe. We need to be diplomatic.</p> <p>When a request was made for bookmarks for the librarians, K. Zimmerman-Oster said she would order them.</p>	<p>K. Zimmerman-Oster will order NC bookmarks for the librarians.</p>
<p>5. Data from Elaine Bell</p>	<p>E. Bell distributed a copy of the results of the 04-05 HERI Faculty Survey to each team. She then reviewed some of the results:</p> <ul style="list-style-type: none"> - Faculty at our institution seemed to be more interested in community service than faculty at other institutions. - A larger percentage of our faculty wanted congruence between their personal lives and the school's mission than faculty at other institutions. - UDM faculty commitment to mission can be seen throughout the survey results. - There are noticeable differences in the way male vs. female faculty perceive their work environment. <p>The team that reviewed the results will be making the recommendation that the results be further reviewed by the Academic Committee on the Status of Women, the Faculty Development Committee and the ALT. The results will also be disseminated via a newsletter. E. Bell recommended that each subcommittee review the results of the HERI survey prior to formulating any questions that might be used in a UDM internal survey to faculty.</p>	

	<p>E. Bell:</p> <ul style="list-style-type: none"> - Also handed out some student profiles and teaching load data. Updates to the profiles will be done in the beginning/middle of October. - Indicated that she is in the process of working on a faculty profile. - Stressed again that she is available to meet with subcommittees. <p>A SC member suggested that, since E. Bell is familiar with all of the data, that she should review all of the criteria and point out what data is relevant. E. Bell said that she could do that but she did not want to stifle creativity.</p> <p>N. Surma noted that another source of data is Dr. Walvoord's recommendation regarding direct and indirect (alumni and employer) data. Also the EBI Survey that compares Jesuit and Mercy institutions is available.</p>	
6. Timelines	K. Zimmerman-Oster reviewed the Self Study Schedule deadlines. The November 15, 2005 Chapter Outlines Proposed date was moved up to November 8 th .	K. Zimmerman-Oster will update the Self Study Schedule.
7. Writing Style	<p>K. Zimmerman-Oster suggested that instead of italicizing old numbers that "XXX" be used. This way old numbers will not be mistaken for new numbers.</p> <p>L. Bossman requested that, when the outlines are written, the authors use standard word font for what they know and italics for what they do not know.</p> <p>N. Surma summarized the points she made which are noted in the August 16th meeting minutes (#5 Writing Styles). Her thoughts were that the chapter outlines should have major headings, give general brushstrokes that contain a bullet outline, followed by a conclusion.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - A skeleton outline will show any gaps. The document can be expanded with input. - There should be a consistent style, i.e., indent, fonts, etc. <p>Comments:</p> <ul style="list-style-type: none"> - Points should be stated and referenced back to evidence. - Lists of evidence should be kept for the Resource Room. - Evidence sources should be bracketed in the outline. <p>K. Zimmerman-Oster said that the proposed chapter outlines should be sent electronically to the SC listserve. The outlines will be processed first by the individual SC members then by the whole SC. If additional time is needed to review the outlines, extended meeting(s) will be scheduled.</p>	
8. Next Steps		
9. Adjournment/ Next Meeting		<p>Upcoming Meetings - 1:30 - 3:30 p.m. - 119 C&F</p> <ul style="list-style-type: none"> - Tuesday, October 11 - Tuesday, November 15