

**Committee Name:** UDM North Central Steering Committee  
**Date:** October 11, 2005  
**Present:** J. Baiardi, E. Bell, K. Caprio, V. Dicks, , E. Roberts-Kirchhoff, N. Surma, OSF, J. Thomson, M. (Leonard) Wilson, S. Wilson, P. Zarkowski & K. Zimmerman-Oster  
**Absent:** L. Bossman & S. LaGrassa  
**Location:** 119 C&F, 1:30 - 3:30 p.m.  
**Handouts:** Outlines 4a & 4b  
 Chair & Co-Chairs only - Enrollment by College/School and Academic Program for Five Fall Terms  
 - NSSE Notebook

**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Subcommittee Progress Reports and on/off target for outline deadline of November 8 <sup>th</sup> .	<p><b>Criterion 1</b>            E. Roberts-Kirchhoff &amp; P. Zarkowski's comments:            The subcommittee:            - Has a meeting tomorrow.            - Has discussed the 5 core components and are getting feedback.            - Are on time to get their feedback to the SC.</p> <p><b>Criterion 2</b>            N. Surma &amp; K. Caprio's comments:            - The subcommittee:            - Has:            - Met several times.            - Had brainstorming session.            - Assigned components.            - Are on target for the November 8<sup>th</sup> chapter outline.</p> <p><b>Criterion 4</b>            V. Dicks &amp; S. Wilson's comments:            - The subcommittee:            - Tries to meet every week.            - Is going through their components one-by-one.            - Made a checklist for plotting evidence.</p> <p>They then distributed <b>Outlines 4a &amp; 4b</b>, pointing out that each core component was followed by a list of evidence. Although it was agreed 2 meetings ago not to do this, K. Zimmerman-Oster said that Outlines 4a and 4b are fine just for the November 8 chapter outlines so that we can see the overlaps and vacancies. Additional evidence can be added at the end of the document since we do not want to lose anything. After a discussion it was decided that the co-chairs will present their outlines at the next meeting.</p> <p>The other co-chairs noted their criterion overlap with the 4a and 4b outlines and that the criteria are not mutually exclusive. It was mentioned that, after the outlines are reviewed, the SC may wish to invite people to the SC meeting so that they may discuss their area with the whole SC rather than with one subcommittee at a time. Prior to these meetings, data needs will have to be known.</p> <p>K. Zimmerman-Oster's comments/response to questions:            - An exhausted evidence list is not needed, we need just enough to state our case.            - Treatment of each issue must be thorough since each visiting team has its own interest.            - Making demands on various UDM people is the nature of the accreditation work.</p>	<p>K. Zimmerman-Oster will communicate with the Criterion 3 co-chairs.</p> <p>There was agreement that the subcommittees should communicate their data needs with the list-serve.</p> <p>Co-chairs should get any numbers from E. Bell so they are reporting data consistent with the record.</p>

	<p>Comments:</p> <ul style="list-style-type: none"> <li>- Include everything, we can always eliminate data. The stronger evidence goes where it is needed.</li> <li>- The SC should e-mail each other their needs to see if the rest of the SC are collecting the same type of data.</li> <li>- The subcommittees should not send multiple or conflicting questions. The respondents will wonder if we know what we are doing.</li> <li>- The data should be in the Resource Room.</li> </ul> <p>Ms. Bell requested the co-chairs get any numbers from her so they are reporting data that is consistent with the record.</p> <p>There was agreement that the subcommittees should communicate their data needs with the list-serve so that others may tag along.</p> <p><b>Criterion 5</b></p> <p>J. Baiardi &amp; M. (Leonard) Wilson's comments:</p> <ul style="list-style-type: none"> <li>- The subcommittee is: <ul style="list-style-type: none"> <li>- Working on their outline.</li> <li>- Contemplating how it was done at other places, i.e., the Loyola model.</li> <li>- Looking to see where they have holes.</li> <li>- Going to use exemplars, e.g., University Commons and North Star community relations.</li> </ul> </li> <li>- They would like to use bullets and pictures.</li> <li>- The evidence does not have to be on paper or digital. While there is a lot of anecdotal evidence, they do not have a lot of data.</li> </ul> <p>Comments:</p> <ul style="list-style-type: none"> <li>- <b>Spiritus</b>, the <b>Convocation Booklet</b> and <b>Points of Pride</b> (Great Things at UDM) and the colleges/schools' annual reports are rich sources of information.</li> <li>- We need to identify things we do not know to ask.</li> <li>- Some individuals do not respond and will complain when their program is not in the report.</li> <li>- People were given a chance to respond to the template.</li> </ul> <p>K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none"> <li>- We need to show what makes us distinctive.</li> <li>- Qualitative data also tells the story.</li> <li>- The outlines can be placed on-line.</li> <li>- The Deans will review the draft.</li> </ul> <p><b>Criterion 3</b></p> <ul style="list-style-type: none"> <li>- The co-chairs were not present. K. Zimmerman-Oster will communicate with them.</li> </ul>	
<p><b>3. Focused Discussions with Departments - Scheduling/Feedback</b></p>	<p>-</p>	
<p><b>4. Survey Feedback</b></p>	<p>The SC thoroughly reviewed K. Zimmerman-Oster's e-mail of the subcommittees' proposed survey questions for the college deans, program directors and department chairs.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>- Some questions are vague.</li> <li>- There is overlap between the questions asked the deans and department chairs.</li> <li>- Some questions need to be better worded.</li> <li>- We do not want just yes and no questions without explanation.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Remove the fund raising and technology questions.</li> <li>- K. Zimmerman-Oster's name and position and the date should be placed on the questionnaires.</li> </ul> <p>K. Zimmerman-Oster said she would take the SC suggestions and modify the questions. Her additional comments:</p> <ul style="list-style-type: none"> <li>- Where do you find out where the exemplars are?</li> <li>- It would be better to send specific questions to specific people.</li> <li>- The survey questionnaire addresses the places where the holes are.</li> <li>- Do we want to send the questionnaires or go to the Council of Chairs?</li> </ul> <p>Comments:</p> <ul style="list-style-type: none"> <li>- Send the questionnaires: <ul style="list-style-type: none"> <li>- on-line first and then do a follow-up.</li> <li>- to the deans, department chairs and program coordinators. Copy the deans' secretary.</li> </ul> </li> </ul> <p>K. Zimmerman-Oster stated she will meet with the CLAE Council of Chairs tomorrow and will draw out their thoughts.</p> <p>It was brought to the SC attention that, since the academic questionnaire overlaps with the administrative areas, something should be sent to the other Vice Presidents.</p>	
<p><b>5. Data from Elaine Bell</b></p>	<p>E. Bell distributed to the co-chairs and SC chair the <b>Enrollment by College/School and Academic Program for Five Fall Terms</b> and the <b>NSSE Notebook</b>. She reviewed both handouts. The NSSE Notebook indicated what NC criteria their questions were tied to. In the NSSE survey only 28% of the UDM freshman responded, which was a poor rate, as contrasted to 41% of the UDM seniors. Care should be used when comparing the NSSE data with other schools because of the large sampling error.</p> <p>E. Bell's response to questions:</p> <ul style="list-style-type: none"> <li>- NSSE levels goes by credit hours.</li> <li>- When citing statistics use averages and percentages.</li> <li>- NSSE categories can be collapsed.</li> <li>- Data on the Jesuit page shows that UDM is different from other Jesuit institutions.</li> <li>- The next thing to be done is the ACT Survey.</li> <li>- This week she will update the undergraduate profile.</li> </ul> <p>A member commented that Loyola used the NSSE data a lot.</p>	<p>When citing statistics use averages and percentages.</p>
<p><b>6. Discuss desired team competencies to send to Commission</b></p>	<p>-</p>	
<p><b>7. Other Issues</b></p>	<p><b>Board of Trustees</b></p> <p>K. Zimmerman-Oster mentioned that Dr. Schirmer asked her to give a short presentation to the Academic Affairs Subcommittee of the Board of Trustees on Friday, October 21<sup>st</sup>. She will share with the Board the 5 criterion and timelines.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>- Where is the Vice President's academic freedom statement?</li> <li>- 1d deals with Board of Trustees practices.</li> <li>- It is a courtesy to inform the Board of the NC accreditation. They need to understand why NC is important, i.e., it is federally mandated. They should be told what we are doing and that we will be working with their subcommittees' liaisons. Do not ask for help. Say we may ask for their advice. Tell them about our website.</li> </ul> <p>K. Zimmerman-Oster said that she will e-mail L. Bossman and ask him if the visiting team meets with the Board of Trustees.</p>	<p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> <li>- e-mail L. Bossman and ask him if the visiting team meets with the Board of Trustees.</li> <li>- send K. McLonis the NC resource room materials.</li> </ul>

	<p><b>Resource Room</b></p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- K. McLonis should be invited to a SC meeting.</li> <li>- Since the 5<sup>th</sup> floor location is not accessible, perhaps a location in the Library would be better.</li> </ul> <p>Comments:</p> <ul style="list-style-type: none"> <li>- There are 2 separate issues, where is resource room during visit and where does the collection go after the visit? The material needs to be readily available.</li> <li>- Put the materials into the reserved area of the Library.</li> <li>- We need a location now.</li> <li>- The 5<sup>th</sup> floor is good for security purposes.</li> <li>- Minutes from Mission Effectiveness, Strategic Planning, Prioritization, Shared Governance Committees need to be on file.</li> <li>- The room needs to have file cabinets and shelves.</li> <li>- Costs for computers, refreshments, etc., need to be projected.</li> <li>- When people are working on their outlines, they need to keep a list of what should be in the Resource Room.</li> </ul> <p>K. Zimmerman-Oster said that she would send the NC resource room materials to K. McLonis.</p>	
<p><b>8. Next Steps</b></p>	<p>-</p>	
<p><b>9. Adjournment/ Next Meeting</b></p>		<p>Upcoming Meetings - 1:30 - 3:30 p.m. - 119 C&amp;F</p> <ul style="list-style-type: none"> <li>- Tuesday, November 15</li> <li>- Wednesday, December 7</li> </ul> <p>Future Agenda Item: K. McLonis</p>