

Committee Name: UDM North Central Steering Committee

Date: November 15 , 2005

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

Location: 119 C&F, 1:30 - 3:30 p.m.

Handouts: UDM Organizational Chart (S. Nelson)

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Revised Self-Study Schedule	<p>K. Zimmerman-Oster reviewed the Self-Study Schedule noting that the deadline for the first draft was January 15th and that the SC needs to think about scheduling focus discussions. She stated that she would like to put all of the chapter drafts on-line at the same time.</p> <p>Sr. Surma presented an overview of Term II:</p> <ul style="list-style-type: none">- January 9 - Classes start.- February 28 - Mid-term Grades Due- March 6 - Spring Break- Weeks of March 13 & 20 - Advising- April 29 - Term Ends <p>After discussion it was decided that the revised schedule would be:</p> <ul style="list-style-type: none">- January 30 - First Draft of Self-Study Chapters due to the Steering Committee- February 13 - First Draft Posted- February 20 - Focused Discussions of Criterion One & Five Chapters- March 27 - Focused Discussion of Criterion Two, Three & Four Chapters- April - Second Draft Due to the Steering Committee- August 15 - Final Draft Posted <p>Sr. Surma suggested that the Schedule be revisited at the next meeting and be fine tuned. K. Zimmerman-Oster will make the changes on the website.</p>	K. Zimmerman-Oster will make the calendar revisions on the website.
3. Survey Feedback	K. Zimmerman-Oster noted the colleges/schools that had responded to the Survey. No surveys were received from the CES, SOA and the CBA. She will communicate with the Deans.	
4. Subcommittee Outlines	<p>K. Zimmerman-Oster stated that the focus of today's meeting is to address any overlap and/or gaps in the outlines. The following criteria were then thoroughly reviewed.</p> <p>Criterion 1 - E. Roberts-Kirchhoff & P. Zarkowski</p> <p>Core Component Feedback:</p> <ul style="list-style-type: none">- p. 2 - 1a - Collapse 3 and 4.<ul style="list-style-type: none">- UDM has more of a decentralized approach than other universities.- p. 3/4 - 1b, 3 a, b, c, d, & e - Diversity characteristics will be provided by E. Bell.- p. 3 - 1b, 3, a - International student figures need to be checked with E. Bell.- p. 4 - 1b, 5, b i - Service-learning placements numbers need to be checked.<ul style="list-style-type: none">- Cite Core Curriculum Objective IV or V regarding diversity.- 1b, 5, c - Add - Design Center.- 1b, 5, c, iii - The Urban Law Clinic oversees all of the programs listed.- p. 5 - 1b, 5, d - Certificate programs numbers need to be reviewed.- 1b, 5, h - Should be re-titled Academic Services. <p>Comments:</p> <ul style="list-style-type: none">- The authors of the chapters should decide what areas need more attention.- Loyola University Self-Study was used as the model when writing Criterion 1.- There should be an overriding message or theme.	

- It would help the co-chairs if the prologue/history section was written first.
- The picayune things should not be done at the meeting but by e-mail.
- Regarding any overlap, it would be helpful if each co-chair looked at the other criteria from their perspective.
- When possible, statements should be backed up with a document located in the Resource Room.

K. Zimmerman-Oster's comments:

- Our current theme, "Transforming Lives to Lead and Serve" addresses changing both the students and the organization. Major organizational transformation have taken place at Consolidation, Commission on the Future, Prioritization and Shared Governance.
- She will have a prologue outline by the next meeting.

Criterion 1 (continued)

Core Component feedback:

- p. 6 - 1c - There is a lot of overlap in the different sections of Criterion 1.
- p. 8 - 1c, 6c - Add - Mercy Bridges Grant.
- p. 9 - 1d, 1 - See the UDM Organizational Chart supplied by S. Nelson.
- p.11 - 1e, 2 - Add - President's Award Luncheon for Athletes.
 - Add - Under accreditation:
 - Clinical Psychology
 - Physician Assistant
 - Nurse Anesthesia.
- 1e, 3 - Add - SOA recent international award and prize.
- p.12 - 1e, 5 - Add - IPED Report.
 - Policy on the Confidentiality of Social Security Numbers.
 - Public Safety Crime Report, i.e., Cleary Act.

Criterion 5 - J. Baiardi & M. Williams

Core Component feedback:

- p. 1 - 5a, 2 - Environmental scanning is also addressed in Criterion 2.
 - Add - ACT Survey

Comments: - It is nice to see the websites referenced.

- J. Baiardi pointed out that websites are taken down from time to time and that those cited for the NC Self-Study need to be captured. She was directed to contact L. Patterson and inform her what websites should not be removed.
- The Library staff is discussing preserving archival electronic records. K. McLonis should be contacted.
- p. 2 - 5b, 3 - Add - Academic Committee on the Status of Women.
 - Student organization affiliated with professions.
 - Internships.
- p. 2 - 5b, 5 - Add - Under University Commons/North Star - MPLCC Scholarship.
- p. 3 - 5b, 3 - Add - Psychology Clinic.
 - Ph.D. clinical students working in Student Counseling Center.
- p. 4 - 5b, 4 - Add - HERI Data.
 - UDM support for administrators/staff performing 4 hour of service work.
- 5b, 1 - Add - President's Town Hall Meetings.
- 5b, 5 - Contact - D. DiPaolo.
 - Add - Educators discount.
 - Fu Jen Catholic University (Taiwan) - CBA.

J. Thomson will send J. Baiardi a list of the accredited programs.

Per J. Baiardi, K. Zimmerman-Oster will request from L. Patterson that websites should be archived in some way when the revised website is in place or when items are removed because they are being cited in the NCA Self-Study.

K. Zimmerman-Oster will have a prologue outline by the next meeting.

	<ul style="list-style-type: none"> - p. 5 - 5c, 1 - Add - Detroit Area Catholic Higher Education Consortium. - J-Net. - J.D. / LL.B. with Windsor University - SOL. - Macomb University Center. - Exchange Programs. - Reciprocal library agreements so UDM students can go to other libraries. - Training Programs - CBA. - Aquinas College. - AJCU Virtual Reference. <p>Comments - The Reference Room should have all of the AJCU connections.</p> <ul style="list-style-type: none"> - J. Baiardi noted that each of the sections overlap with each other and that there will be little text and a lot of bullets. <ul style="list-style-type: none"> - p. 7 - 5d, 2 - Add - Give Kids A Smile Day - SOD. - ACT Student Opinion Survey, NESSE and HERI. <p>The remainder of the Criteria will be reviewed at the next meeting - see #5.</p>	
<p>4. Other</p>	<p>Competencies of the Site Visitors</p> <p>K. Zimmerman-Oster mentioned that, at the December 7th meeting, the SC needed to discuss the desired team competencies of the site visitors. Competencies noted for site visitors were they be representative of private diverse and urban university.</p> <p>L. Bossman noted in the mid-1990's the composition of the site team changed from primarily being composed of faculty with a dean to the current practice where the team is constituted mostly of administrators. He stated that NCA has 3 basic themes, Mission, strategic plan and allocation of resources.</p> <p>(January 27, 2005 - This topic was previously discussed and it was noted that visiting team members should be a reflection of what we are., i.e., have an exposure to:</p> <ul style="list-style-type: none"> - Jesuit/Mercy institutions. - Private, urban schools. - Professional schools and health professions.) 	
<p>5. Adjournment/ Next Meeting</p>	<p>Because of the time it was taking to review the criterion, it was decided that another meeting was needed to complete the subcommittee outlines. An additional meeting was scheduled for Monday, November 28, from 1:00-3:00 p.m. to review Criterion 2, 3 and 4.</p>	<p>Upcoming Meetings - 119 C&F</p> <ul style="list-style-type: none"> - Monday, November 28 - 1:00 - 3:00 p.m. - Criterion 2, 3 & 4 - Fine Tune Self-Study Schedule - Wednesday, December 7 - 1:30 - 3:30 p.m. - Desired Competence of Site Visitors <p>Future Agenda Item:</p> <ul style="list-style-type: none"> - K. McLonis