

Committee Name: UDM North Central Steering Committee
Date: December 7, 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, & K. Zimmerman-Oster
Absent: P. Zarkowski
Location: 119 C&F, 1:00 - 3:00 p.m.
Handouts: None
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order. Since K. Zimmerman-Oster was late, N. Surma started the Criterion 2 presentation.	
2. Subcommittee Outlines Criterion 2	<p>CRITERION 2 - K. Caprio & N. Surma</p> <p>Comments:</p> <ul style="list-style-type: none"> - The discussion should be limited to gaps and overlaps. - Much of the document outline overlaps other areas. <p>Core Component 2a</p> <ul style="list-style-type: none"> - p. 1 - 2 - A. Technology - B. Demographic Shifts - p. 2. - C. Globalization - p. 3 - 6 - They had difficulty grappling with planning. <ul style="list-style-type: none"> - Add - A reference to the preservation of the Jesuit/Mercy heritage is noted in the Values Proposition. - They did not want to go back to the Consolidation. - 7 - Add - A 1d reference. <p>Core Component 2b</p> <ul style="list-style-type: none"> - p. 4 - 2 - Significant shortfalls in the endowment will be addressed. 3 - Add - Phased retirement. <ul style="list-style-type: none"> - Bullet 5 - Replace "faculty line" with "faculty positions." 4 - Faculty development will reference Criteria 4, 3 and 1. <p>Core Component 2c</p> <ul style="list-style-type: none"> - p. 6 - 1, A, 1 - They are leaving assessment to Criterion 3. <ul style="list-style-type: none"> - Overlaps 1.b 1, A, 2 - Add - Archives <p>Core Component 2d</p> <ul style="list-style-type: none"> - p. 8 - 2. - Lack of financial resources hinders UDM. 	
3. Introductory Chapter Outline	<p>K. Zimmerman-Oster reviewed the introductory chapter outline. Her comments/ responses to questions:</p> <ul style="list-style-type: none"> - A one page document writing guide is needed. - Recommendations are broader than action items. - The introductory chapter cannot be written until the chapter outlines are fleshed out. - Chapter writers should write the recommendations. <p>Other comments:</p> <ul style="list-style-type: none"> - Action items are agreed upon specific action. 	

<p>4. Survey Feedback</p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - It is hard to know the value of the surveys. - Some of the surveys contain exemplars. - There was no response from CES. <p>It was noted that some of the colleges/schools websites contain exemplars.</p>	
<p>5. Desired Competence of Site Visitors</p>	<p>L. Bossman's comments:</p> <ul style="list-style-type: none"> - Site visitors: <ul style="list-style-type: none"> - Should be from institutions that are the same size as UDM. - Are consultant/evaluators, i.e., they can also provide advice. - Usually go out twice a year. - Traditionally, Vice President of Finance were rarely team members but a new trend at NC is to have a Vice President or Director of Finance involved as evaluators. - The SC makes its recommendations to the President who then makes his recommendations to NC. NC will then provide a list to the President from which he will make his selections. - No Michigan consultant/evaluators will be on the list. - Evaluators should be selected by characteristics that are most important to UDM, i.e., experience with: <ul style="list-style-type: none"> - Private - Urban - Catholic - Professional schools, and - Health professions. - The Site Team chair: <ul style="list-style-type: none"> - Will make the team assignments. - Must have been trained in the new criteria. - There are only a limited number of people who have chaired under the new criteria. <p>Other comments:</p> <ul style="list-style-type: none"> - Other characteristics that should be added to the list are experiences with: <ul style="list-style-type: none"> - Diverse environment, i.e., commuters and part-time students. - Core curriculum. - Shared governance. <p>K. Zimmerman Oster said she will first share the list with the SC and then share it with Fr. Stockhausen.</p>	<p>K. Zimmerman Oster will first share site visitors competencies with the SC and then with Fr. Stockhausen.</p>
<p>6.</p>		
<p>7. Other Issues</p>		
<p>8. Next Steps</p>	<p>Draft Deadlines</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The first draft of the self-study chapters are due to the SC on January 30th. - The co-chairs should submit their chapters to the SC listserv electronically. - She will send out a style sheet so all of the chapters will be formatted the same. <p>It was suggested that the SC not meet until after the chapter outlines are due.</p> <p>MOTION: N. Surma moved that the first draft of the self-study be circulated by January 30th and that the SC has one week to read them prior to the next meeting.</p> <p>K. Zimmerman-Oster seconded the motion. The motion was approved unanimously.</p>	<p>The first draft of the self-studies:</p> <ul style="list-style-type: none"> - Are due to the SC by January 30th - Public posting is scheduled for February 13th. <p>The chapters should be posted to the website, www.udmercy.edu/nca/.</p> <p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - Send out a template or style sheet. - Determine focus groups meeting times.

	<p>The public posting of the first draft of self-study is scheduled for February 13th.</p> <p>S. LaGrassa's comments:</p> <ul style="list-style-type: none"> - When the first outline is posted, a game rule should be that viewers should look at the ideas. - The chapter rewrites should take place after the focused discussion. - There should be a clearing house which lists K. Zimmerman-Oster as well as a person from each chapter as a resource person. <p>L. Bossman noted that Case Western Reserve had 80 responses to its website in 3 months.</p> <hr/> <p>Focused Discussion</p> <p>Current schedule:</p> <ul style="list-style-type: none"> - Week of February 20th - Focused Discussion of Criteria One and Five Chapters - Week on March 27th - Focused Discussion of Criteria Two, Three and Four Chapters <p>K. Zimmerman-Oster's comments/responses to questions:</p> <ul style="list-style-type: none"> - The focus groups should be attended by a co-chair from each chapter being discussed. - The chapters should be posted to the website, www.udmercy.edu/nca/. - A chat line should be available for the SC. - The focus groups are open to faculty, administrators, staff and students. - She will determine meeting times for the focus groups. Conflicts with the university-wide committees should be avoided. - A lunch is budgeted for the focus groups. <p>Other comments:</p> <ul style="list-style-type: none"> - A focus group should be scheduled in the evening so students can attend. - V. Dicks will ask M. Barry for the Shared Governance meeting times. 	<hr/> <p>The focus groups should be attended by a co-chair from each chapter being discussed.</p> <ul style="list-style-type: none"> - Chapters should be posted to the website, www.udmercy.edu/nca/. <p>K. Zimmerman-Oster will determine meeting times for the focus groups.</p> <p>V. Dicks will ask M. Barry for the Shared Governance meeting times.</p>
<p>9. Adjournment/ Next Meeting</p>		<p>Upcoming Meetings - 9:00 a.m. - 12:00 noon - 119 C&F</p> <ul style="list-style-type: none"> - Friday, February 10 <ul style="list-style-type: none"> - First Draft of Self-Study Chapters 1 & 5 - Scheduling Future Meetings <p>Future Agenda Item - K. McLonis - Resource Room</p>