

Committee Name: UDM North Central Steering Committee

Date: February 10, 2006

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

Absent: M. (Leonard) Williams

Location: 118 C&F, 9:00 a.m. - 12:00 noon

Handouts: Revised Agenda

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Today's Meeting	<p>Sr. Surma began the meeting by discussing how to approach today's agenda.</p> <p>Comments:</p> <ul style="list-style-type: none">- The SC should:<ul style="list-style-type: none">- Not function as the Self-Study editor.- Review overlap.- Look at big picture ideas.- Quickly run through the chapters.- Determine what needs to be put out to the community.- Correct errors of fact.- Communicate with the faculty. A 2-3 page executive summary could bridge the gap before the 1st public review. The faculty could identify voids in information and evidence.- Cut, paste and refine the chapters.- There are a lot of changes coming up, i.e., Shared Governance (SG), 5-year plan, core curriculum.- Cross-cutting recommendation should give the SC some direction.- Negative comments should become opportunities. <p>L. Bossman's comments:</p> <ul style="list-style-type: none">- The NC Steering Committee (SC) needs to set a stop date in August or September.- The visiting team members should have the Self-Study by mid-November. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- We have a lot of data.- The chapters' framing and tone need to be more consistent.- The SC should not go through the chapters page by page.	
3. Self-Study Comments	<p>Throughout the entire meeting Self-Study comments were noted. They were consolidated for the purposes of clarity.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- There should be 2 self-study drafts to the University, a version without recommendations and a version with recommendations. The current criteria should be cleaned up, the recommendations removed, and given to the University as the 1st draft. <hr/> <p>Comments:</p> <ul style="list-style-type: none">- Cross-cutting themes and recommendations might provide information to the SG teams.- The SG Task Forces (SGTF) are very busy, in order to get good information you must give them some framework in which to respond.	<p>K. Zimmerman-Oster will contact K. Solomon regarding when the Self-Study must be submitted.</p> <p>Subcommittee co-chairs are to make all chapter corrections and send them to K. Zimmerman-Oster. She will move the statements to their proper locations and do the master editing.</p> <p>K. Zimmerman-Oster will compile a cross index.</p>

- Since the report has to fold in SG, ask the MFA Executive Board to address the SC's recommendations.
- In order for the visiting team to get the **Self-Study** 6 to 8 weeks before their visit, it has to be sent out by mid-November. That means it must be submitted to the printer in mid-October.
- All of the pieces should be looked at and an executive summary should be published now. The 1st draft should be tweaked, cut, pasted and rewritten and gotten to the faculty in March. The MFA should look at the draft and get back with the SC before the end of the term. Over the summer the SC can work on a revised draft.

K. Zimmerman-Oster's comments:

- Will contact K. Solomon regarding when the **Self-Study** must be submitted.
- The executive summary should have the recommendations.
- Another school only received 5 to 10 responses to its published draft.
- You need to have justifications in order to build a recommendation.
- The "learnings" are what the subcommittees saw.
- We need to build all of the loops.

Comments:

- The co-chairs do not have time to put out the fires that would be created by publishing recommendations that may be slashed. A more refined draft should be published.
- The subcommittees should have a chance to rewrite their sections before anything is published.
- The SC needs to have a collective voice.
- We need to get a lot better product before we send out a draft. The draft must be complete, have the right tone and contain accurate information.
- Decisions need to be made about citations.
- We should hold off on any recommendations until after the MFA response.
- Findings are not conclusions.
- Recommendations are needed so that you know where you are going.
- There should be a meeting soon to focus on recommendations. Then put them out.
- We need learnings for each criterion.

E. Bell remarked, that when referring to the NSSE Survey, it should not be the percentage of the faculty but the percentage of the respondents.

Comments:

- Some visitors like paper, others like the electronic version.

To a question about who is working on an index, the responses were:

- No one, the site visitors can access the hot links.
- Creating an index would be a good exercise to scale down the document. It could be done on Word.
- It would be good to have both a hard copy and electronic version.
- Anything you have a link to should be in the Resource Room.

K. Zimmerman-Oster said she would work on an index.

K. Zimmerman-Oster requested all of the corrections from the subcommittees. She will correct any typographical and grammatical errors.

K. Zimmerman-Oster will create an outline of what exists now in the chapters in order to get her hands around the whole report.

Subcommittee co-chairs will go through their chapters and create an outline.

	<p>Comments:</p> <ul style="list-style-type: none"> - Someone needs to decide where the major overlaps are and where the best location is to address the various topics. <ul style="list-style-type: none"> - International program with academic credit should be placed in 4.c. - Diversity - A case should be made that UDM stayed in Detroit. Talk about in 5. <ul style="list-style-type: none"> - The HERI and NSSE Surveys results show that UDM practices what it preaches. - In the Introduction we should point out: <ul style="list-style-type: none"> - That Metropolitan Detroit region is racially segregated. 85% of Detroit is African-American. - That the Detroit area has a large Arab-American population. - Who we are and where we are. <hr/> <p>K. Zimmerman-Oster directed the subcommittee co-chairs to make all chapter corrections and send them to her. She will move the statements to their proper locations and do the master editing.</p> <hr/> <p>K. Zimmerman-Oster indicated that, between now and Wednesday, she would create an outline of what exists now in the chapters in order to get her hands around the whole report.</p> <p>Comments:</p> <ul style="list-style-type: none"> - Since each visitor may only be reading one chapter, should each chapter stand alone? - The SC must be careful to say the same things about each issue. <hr/> <p>The co-chairs were warned about grammar. It was suggested that a list of do's and don'ts is needed.</p>	
<p>4. First Draft of Self-Study</p> <p>Chapter 2</p> <p>Chapter 3</p> <p>Chapter 4</p>	<p>Chapter 3</p> <p>L. Bossman's comments:</p> <ul style="list-style-type: none"> - The Weaknesses and Recommendations section which addresses facilities operations should be moved to the appropriate chapter. <p>Comments:</p> <ul style="list-style-type: none"> - Assessment is improving with mini-sessions and the Assessment Team is working on an on-going process. 	
<p>5. Introduction</p>	<p>Comments:</p> <ul style="list-style-type: none"> - Missing: <ul style="list-style-type: none"> - The 7/1/2004 change in presidency. - Vice presidential changes. - The change and role of the new VP for enrollment management in the enrollment turn-around should be included in Criterion 2. - An explanation of the role of the ALT and PC. - Mention of the union environment. UDMPU plus 5 other unions. - p.6 - Scrape consolidation section. <ul style="list-style-type: none"> - Mention the constrained financial environment. - p.9 - Avoid saying that the McNichols Campus is the primary campus. Can mention that the McNichols campus housed the undergraduate/graduate programs <ul style="list-style-type: none"> - Mention SOD relocation. - More is needed on leadership. 	

	<ul style="list-style-type: none"> - Mention: <ul style="list-style-type: none"> - IDS. - p. 11 - Title III - under Library - p. 11 Teaching with Technology Academy - Instituting student funding. - Corrections: <ul style="list-style-type: none"> - p. 6 - There was no "substantial renovation" after Consolidation. - Use the word "Consolidation", not the word "merger." <p>L. Bossman stated that the site visitors will receive the 1997 Team Report.</p>	
6. First Draft of Self-Study Criterion 1	<p>Comments:</p> <ul style="list-style-type: none"> - p. 4 - Clarify bullet points. <ul style="list-style-type: none"> - Put the Mission Statements from later chapters here. - p. 7 - Care must be exercised in quoting the <i>U.S. News & World Report</i> rating. <ul style="list-style-type: none"> - Consult Marketing & Public Affairs Office. - The 2005 Carnegie reclassification should be mentioned. - p. 8 - Error of Fact - Check the number of Mosques on-campus. - p. 10 - It is the Alternative "Spring" Break. <ul style="list-style-type: none"> - Mention the service learning part of the SOA co-op. - p. 11 - Point that we have opportunities for growth in the international programs. <ul style="list-style-type: none"> - Mention that the SOA is exploring a 2 + 3 agreement with the University of Windsor. - The Volterra statement should be revised to reflect its current status. 	
7. Annual Meeting	L. Bossman will attend the Annual North Central meeting.	
8. Executive summary/Briefly Document	See 2, 3 and 6.	
9. Academic Profile	<p>K. Zimmerman-Oster briefly reviewed her academic profile e-mail. The profile would appear in the appendix. The idea was gotten from the University of Kansas document. The University of Kansas executive summary, which was quite lengthy, was also circulated.</p> <p>After discussion it was decided that the UDM academic profile would be sent to the Deans, with a copy to the Deans' assistants, for updating.</p>	
10. Self-Study Schedule Revision	<p>To clarify the discussion, K. Zimmerman-Oster placed the following on the white board:</p> <p>Today</p> <ul style="list-style-type: none"> - flag errors - conceptual issues - cut & paste <p>Before February 15</p> <ul style="list-style-type: none"> - send ZO edits - each team creates "learnings" & recommendations & place at end of each chapter - ZO confirm times with Karen Solomon & Liz Patterson <p>Bet. Feb. 15 & Mar. 15</p> <ul style="list-style-type: none"> - schedule 5 subcommittee meetings to discuss draft <p>By March 15</p> <ul style="list-style-type: none"> - 1st draft to ALT and PC (see below) - well edited - accurate - conceptually complete - include charts - decide about recommendations 	

	<p>March 15 / - PC - 1st meeting - distribute 1st draft</p> <p>March 22 - PC - 2nd meeting - get response</p> <p>March 23 - ALT meeting</p> <p>By March 27 - 1st draft to community</p>	
11. Next Steps	<p>Wednesday, February 15</p> <ul style="list-style-type: none"> - Corrected documents <ul style="list-style-type: none"> - Co-chairs - go over their criterion and send factual errors to Chair - do conceptual things - Rough statements of learning/recommendations - Criterion 2,3,4 - Cross index - K. Zimmerman-Oster <p>Wednesday, March 1</p> <ul style="list-style-type: none"> - New draft ready 	
12. Adjournment/ Next Meeting	<p>K. Zimmerman-Oster indicated that the SC has made a lot of progress and that the SC should be proud of itself.</p> <p>Upcoming Meetings</p> <ul style="list-style-type: none"> - Wednesday, February 15 1:00 - 4:00 p.m. 119 CF - Wednesday, March 1 9:30 - 11:30 a.m. 119 CF - Tuesday, March 14 2:00 - 4:00 p.m. 119 CF <p>K. Zimmerman-Oster asked for volunteers to help with the ALT and PC presentations.</p>	Future Agenda Item - K. McLonis