

Committee Name:

UDM North Central Steering Committee

Date:

February 15, 2006

Present:

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

Location:

Draft Review Meetings - 2006, What People Need to Know About Accreditation, Criterion Four: Application of Knowledge, Criterion Five Learnings

Prepared by:

J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
<p>1. Call to Order</p>	<p>K. Zimmerman-Oster distributed and reviewed the Draft Review Meetings which indicates the timelines for Draft One input.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - The name for the Wed., Apr. 12th group is Undergraduate Program Coordinators. - What about the inclusion of the SOD and SOL? <p>K. Zimmerman-Oster then distributed the "What People Need to Know About Accreditation" document that she disseminated to the Academic Affairs Subcommittee of the Board of Trustees and to the CLAE faculty. She noted that Errors of Facts were received from J. Baiardi and N. Surma.</p>	
<p>2. Subcommittee Outline</p> <p>Introduction</p> <p>Criterion 1</p> <p>Criterion 2</p> <p>Criterion 3</p> <p>Criterion 4</p> <p>Criterion 5</p>	<p>N. Surma indicated that today's meeting should not focus on factual details but on overlaps, missing information or the conceptual approach.</p> <p>Chapter 1</p> <p>K. Roberts-Kirchhoff and P. Zarkowski's comments:</p> <ul style="list-style-type: none"> - ps. 10 -11 - International programs are duplicated in 3 or 4 other places. - They modeled their section after Loyola-Chicago. - p. 13 - 1.c. - Reference LDI to Chapter 5. <p>SC's comments:</p> <ul style="list-style-type: none"> - While themes may be repeated in the various chapters, examples should not. - The details and exemplars for international programs should appear in 4. c. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Are we adequately supporting the component? Can we reference some document to support the component? - There should be hot links to the websites. - The anti-discrimination statement should be noted. <p>SC's comments:</p> <ul style="list-style-type: none"> - The collection of documents should be referred to in the foundation. - Colleges/schools' Mission Statements and Strategic Plans should be referenced. - The International Services Office may have some materials. - Athletics have a Mission Statement and an Athletes Handbook. <p>After a discussion, it was decided that:</p> <ul style="list-style-type: none"> - By February 24 	<p>By February 24</p> <ul style="list-style-type: none"> - The subcommittee co-chairs will: - make substantive changes to their chapters. - send duplicate materials to the other chapters' point person for possible inclusion in their revision. - transfer revised chapters to K. Zimmerman-Oster. <p>(K. Zimmerman Oster will work with co-chairs to edit each individual chapter.)</p> <p>Before March 1</p> <ul style="list-style-type: none"> - K. Zimmerman Oster will: - compile a matrix of the revised chapters. - write a master edit of the 2nd draft. <p>Between March 1 & 14</p> <ul style="list-style-type: none"> - Chapter co-chairs go back to their subcommittees to review the 2nd draft. <p>E. Bell will edit each chapter to make sure that the NSSE and HERI Survey data is stated correctly. She will also note the data that is missing.</p>

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Point Persons:

- Introduction - K. Zimmerman-Oster
- Chapter 1 - K. Roberts-Kirchhoff
- Chapter 2 - N. Surma
- Chapter 3 - S. LaGrassa
- Chapter 4 - S. Wilson
- Chapter 5 - J. Baiardi

SC's comments:

- E. Bell will edit each chapter to make sure that the NSSE and HERI Survey data is stated correctly. She will also note the data that is missing.
- A concern was expressed that the links will be out-of-date when reviewed by the visiting team.
- All links should be dated.
- Links should be placed in the body of the text but in the margins.

K. Zimmerman-Oster noted that everyone is responsible to change their own links. There is no central monitor. Links should be printed and sent to the Resource Room.

Chapter 5 - Janet Baiardi and Monica Williams

K. Zimmerman-Oster's comments:

- Put in subheadings.
- Instead of stating "last year" give the actual year.
- All physical copies should be in the Resource Room.
- A question for C. McLonis is, "Should there be a separate binder for each topic?"
- She hopes that the Self-Study will be valuable for other purposes.

SC's comments:

- Since Focus Hope, the Ford programs and LDI have changed their focus, any representation should be current.
- More information is needed on student affairs/services
- p. 18 - The speakers' series should be added to the following and sent to 1:
 - James Carney Latin American Solidity Archives
 - SOA.
 - Black Abolitionist Archives.
- The year should be included.
- p. 12 - In the SOA, Fr. Gilbert Sunghera's liturgical design center should be noted.
- p. 20/21 - Move prioritization to 2.
- p. 25 - Use of the Student Opinion Survey should be linked to 5.a.
- p. 23 - 5.c. should be in 5.d.

The SC went through the chapters and for entries that appeared in multiple chapters determined that:

- Diversity will be addressed in the Introduction and 1.b.
- All international credit programs in 4.c.

- Prioritization reference moved to chapter 2.
- The SOD and SOL should not be overlapped.

J. Baiardi distributed and reviewed **Criterion Five Learnings**.

SC's comments to handout:

- Bullet 3 - Rather than referring to specific programs, there should be a general statement that the University is enriched by its academic programs and professional services.

Chapter 2

N. Surma and K. Caprio's comments:

- UDM has made some hard decisions but it is not out of the woods yet.
- The 1997 concerns have to be addressed.
- Charts will help make the positive changes more evident, e.g., enrollment turnaround.
- The 1st paragraph should specifically name all or the studies and plans that have taken place.
- They are trying to figure the amount of detail that is needed for topics such as prioritization.

K. Zimmerman-Oster said that ps. 28-29 were better served with the use of bullets.

Chapter 3

L. Bossman and S. LaGrassa's comments:

- There is overlap in the recommendation sections.
- They are having problems linking the have and have-nots.
- For the next draft, they will move the weaknesses and recommendations to the end of the chapter.
- They face a dilemma regarding "pre-test/post-test" evaluations.
- A macroscopic approach to assessment is not taken.
- They need some sense of how to proceed. A learning measurement system needs to be set up from the 1st to the 4th year.

SC's comments:

- We need to show the evidence that effective teaching has impacted student Learning.
- Some of the schools evaluate technology.
- Title III may have some of this.
- Say the learning measurement system is a weakness and the Core Curriculum Task Force will be charged with developing one.
- LDI should be addressed in terms of how it enhances effective teaching.
- There are no satellite campuses.
- The IDS section is too lengthy.
- p. 44 on - All of the programs are covered elsewhere, i.e., Ford Motor Company, Mobile Law Office, etc., in 4 and 5.

K. Zimmerman-Oster's comments:

- Everything needs to be consistent.
- Co-op helps students learn.
- Talk to E. Bell before sending the Academic Profiles to the Deans.

	<p>Chapter 4</p> <p>V. Dicks and S. Wilson's comments:</p> <ul style="list-style-type: none"> - Do not put proposed things into the chapters. - There is a continuing education site at the SOD. - p. 15 - Every term the SOA students have a project. <ul style="list-style-type: none"> - Add nursing. - p. 11 - Shared Governance needs rewriting. <ul style="list-style-type: none"> - Programs do undergo periodic review in their colleges/schools. - p. 18 - Information Assurance is in 5. IA is used for Information Assurance but it can not be used for Intelligence Analysis. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Put in subheadings. - More specificity is needed regarding the Human Resources projects. - p. 6 - Link to Alumni Newsletter. <p>V. Dicks and S. Wilson distributed and reviewed their Criterion Four: Application of Knowledge.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - The 1st bullet belongs in 5. - Under Learnings - 3rd bullet - Do not single out just one program. - Under recommendations redo bullets 3 and 4. - Make a case to create an office of faculty research support services. <p>Introduction</p> <p>K. Zimmerman-Oster announced that, because of time limitations, anything pertinent to the Introduction be sent to her.</p> <p>Due to time constraints, all of the other agenda items were deferred to the next meeting.</p>	
3. Introductory Chapter Outline	-	
4. Learnings/Recommendations	See above.	
5. Cross Index	-	
6. Executive Summary	-	
7. General Self-Study Comments	-	
8. Other Issues	-	
9. Next Steps	-	
10. Adjournment/ Next Meeting		<p>119 CF</p> <ul style="list-style-type: none"> - Wednesday, March 1 9:30 - 11:30 a.m. - Tuesday, March 14 2:00 - 4:00 p.m. <p>Future Agenda Item - K. McLonis</p> <ul style="list-style-type: none"> ? - "Should there be a separate binder for each topic?" <p style="text-align: right;">2/20/06</p>

