

Committee Name: UDM North Central Steering Committee

Date: Wednesday, March 1, 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: 119 C&F, 9:30 - 11:30 a.m.

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Master Edit of 2 nd Draft Criterion 1 Criterion 2 Criterion 3 Criterion 4 Criterion 5	<p>K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none">- Editing the 2nd draft at the meeting is not a productive use of time.- The SC needs to maintain the timelines.- She:<ul style="list-style-type: none">- requested 2 meetings with the PC.- talked with:<ul style="list-style-type: none">- M. Paulik, Chair of the Strategic Planning Team, regarding how their document will merge with the Self-Study. The same needs to be done with the Shared Governance Team.- K. Solomon, NCA Liaison, who indicated that NC needs the Self-Study by November 15th.- L. Patterson who needs the Self-Study by September 1st in order for it to be printed by the target date. Because of the small production number (200), the printing needs to be farmed out. Publication costs need to be approved by B. Schirmer. UDM's Self-Study format will be modeled after Loyola-Chicago. <p>(After a discussion it was the SC's consensus that, due to expenses, only 2 colors be used. K. Zimmerman-Oster stated that the Self-Study will be bound like the Commission on the Future Report. The possibility of using cd-roms was discussed. Hard copies of the Self-Study will be distributed to the NC SC, major administrators, Deans' Offices and 3 Libraries.)</p> <ul style="list-style-type: none">- The 2nd draft will be on the website by March 27th- She will maintain the archives. She has all of the old drafts both in the electronic and hard copy versions. <p>SC's comments:</p> <ul style="list-style-type: none">- E. Bell said she reviewed the first 3 chapters making changes in the tables and looking at flow issues.- At the first meeting the PC should just be given an update. A second meeting should be scheduled when the 2nd draft is complete.- Chapter 2 has the greatest number of charts. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- One school had a list in their resource room of where the files were located.- There are 3 things going on concurrently which are creating a state of flux:<ul style="list-style-type: none">- 1. The North Central Self-Study.- 2. T. Scheye's Strategic Planning and Campaign Case Statement.- 3. Shared Governance. <p>She will ask B. Schirmer how to incorporate them.</p> <ul style="list-style-type: none">- It is hard to write an introduction when the current direction is under discussion.- The Introduction should prepare the reader for what is coming later.- A "Note to the Reader" should indicate that UDM is in a state of flux, focus on all of the campuses and mention the redundancy factor.	<p>The Self-Study will be printed in 2 colors and bound. Hard copies of the Self-Study will be distributed to the NC SC, major administrators, Deans' Offices and 3 Libraries.</p> <p>K. Zimmerman-Oster will :</p> <ul style="list-style-type: none">- maintain the archives.- ask B. Schirmer how to incorporate them the North Central Self-Study, strategic planning and shared governance. <p>SC members were urged to attend the Strategic Planning meeting at 12:45-2:00 p.m. on Tuesday, March 28 in E133.</p> <p>Co-chairs need to:</p> <ul style="list-style-type: none">- determine how they want to handle their subcommittees.- go back and rewrite their lessons learned and recommendations asap but no later than March 13th.

	<ul style="list-style-type: none"> - SC members were urged to attend the Strategic Planning meeting at 12:45-2:00 p.m. on Tuesday, March 28 in E133. <p>SC's comments:</p> <ul style="list-style-type: none"> - A librarian should interpret the tables put together by S. Swart. - There are too many pages of Library data. - It is hard to figure out the proportion for each topic. - Since Fall census data is not available until the first week in October, it will not be part of the Self-Study. - Redundancy should be talked about in a more positive manner, i.e., noting the integrative nature of the format. Repetition and redundancy have negative implications, common themes have a positive implication. - Rather than disband the subcommittees, they should be used as a pilot group to preview the draft. - The subcommittees: <ul style="list-style-type: none"> - should look at the lessons learned and what value they have. - have more buy-in to look at the draft on the web. - There needs to be a general statement on University processes. - The SOD and SOL accreditation is predicated on NC accreditation. - Does the Self-Study emphasize and exemplify UDM's theme and NC's cross-cutting themes of future orientation, distinctiveness, learning focused and engagement? <p>Each of the Chapters lessons learned and recommendations were reviewed with many specific suggestions made regarding content, format and in which chapter issues should be addressed. Some of the lessons learned and recommendations were revised, deleted or consolidated. General comments made were:</p> <ul style="list-style-type: none"> - Recommendation should be linked to learning. - Many of the recommendations are positive. If you are open and honest, there should be some negative comments. - Some of the lessons learned are summary statements. - Distinctiveness needs to be addressed. - The subcommittees should look at and edit lessons learned. - Word-crafting needs to be done. - Lessons learned should flow into the recommendations. - The reviewers may read the lessons learned and recommendations first. - We need to be consistent on what we call things. - Some committees have changed their names over time. - Care must be taken not to put too much spin on assessment. - Each lesson learned must stand on its own. <p>K. Zimmerman-Oster suggested that the co-chairs determine how they want to handle their subcommittees. There was SC consensus that the subcommittees remain in place for the entire time.</p> <p>The next step is for the co-chairs to go back and rewrite their lessons learned and recommendations asap but no later than March 13th.</p>	
3. 2nd Draft Matrix/Table of Contents/Outline	Postponed.	
4. Executive Summary – Postpone to Next Draft or Share with First Draft?	Postponed.	
5. Generation of key statements for webpage/coverletter/e-mail to	K. Zimmerman-Oster indicated that notes to readers/cover letter was covered in 2. when we talked about the 3 items in flux .	

community to review First Draft		
6. Creation of Focus Questions for Open Meetings and for Targeted Meetings (especially Strategic Planning Team)	Postponed.	
7. Next Steps - Invite Kris to 3/14 or postpone until after Open Meetings?	K. Zimmerman-Oster suggested that K. McLonis' initial meeting with the SC be postponed. Once she meets with the SC, she should be invited to attend as many meetings as possible.	
8. Scheduling Additional Meeting to discuss feedback from ALT/PC before posting to Website. Propose: Thursday, 3/23 – 2:15 to 5:00 OR Friday, 3/24 – 9:30 to 11:00	Additional Meeting: - Friday, March 24 - 9:30 - 11:30 a.m.	
9. Scheduling Additional Meeting to discuss feedback from the Open Meetings. Propose: Monday, 4/10 – 9:30 – 11:00 OR 4/10 - 1:00 to 3:00 OR 4/11 – 2:15 to 5:00	Additional Meeting: - Monday, April 10 - 1:00-3:00 pm.	
10. Scheduling Meetings for April – August and Setting the timeline for Draft Two, Feedback session, Convocation?, Mailing to NCA Evaluation Team.	Postponed.	
11. Adjournment		119 C&F - Tuesday, March 14 - 2:00 - 4:00 p.m. - Friday, March 24 - 9:30 - 11:30 a.m. - Monday, April 10 - 1:00 - 3:00 pm. Future Agenda Item - K. McLonis 3/3/06