

**Committee Name:** UDM North Central Steering Committee

**Date:** March 20, 2006

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

**Absent:** S. Wilson

**Location:** 119 C&F, 2006 - 9:30 to 11:00 a.m.

**Handout:** Criteria Lessons Learned & Recommendations, Self-Study Draft - E-mail Cover Letter & Criterion Five Learnings & Recommendations

**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
<b>2. Master Edit of 1<sup>st</sup> Draft</b> <b>Focus on Lessons Learned and Recommendations sections only.</b> <b>Criterion 1</b> <b>Criterion 2</b> <b>Criterion 3</b> <b>Criterion 4</b> <b>Criterion 5</b>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"><li>- The Lessons Learned &amp; Recommendations and Draft sent this morning contained everything received from the co-chairs.</li><li>- Any changes made today need to be sent to her as soon as possible so they can be incorporated into a revised draft for Wednesday's PC meeting.</li><li>- There are two approaches to writing the recommendations, i.e., the chapter filter approach that leads to the recommendation versus the broad information approach in which the recommendations just pop out.</li></ul> <p>SC comments:</p> <ul style="list-style-type: none"><li>- All documents need to be dated.</li><li>- Lessons learned are not statement of facts as stated in the text but overview summary statements.</li><li>- Criterion Four lessons learned and recommendations were short and succinct based on the model.</li><li>- There should be a summary of lessons learned at the end of each chapter.</li></ul> <p>K. Zimmerman-Oster noted that recommendations need to come from the lessons learned.</p> <p>There was a comprehensive discussion of the <b>Criteria Lessons Learned &amp; Recommendations</b>. All of the lessons learned and recommendations were reviewed with specific suggestions made regarding language, consolidation and eliminating redundancies.</p> <p>During the Criterion Three discussion, concerns were raised about the major gap in the <b>Self-Study</b> caused by the lack of a Strategic Plan. The Strategic Plan needs to address 5 major areas: enrollment, technology, resources, faculty development and student life. It was recommended that the SC representatives should expressed this concern at Wednesday's PC meeting.</p> <p>In addition to K. Zimmerman-Oster, the following SC members will be coming to the:</p> <ul style="list-style-type: none"><li>- Wednesday, March 22<sup>nd</sup> PC Meeting - N. Surma, P. Zarkowski, S. LaGrassa and E. Bell.</li><li>- Thursday, March 23<sup>rd</sup> ALT Meeting - N. Surma, J. Baiardi, S. LaGrassa and E. Bell.</li></ul> <p>When it was discovered that the <b>Criterion Five Learnings &amp; Recommendations</b> revisions did not make it into this morning's revised draft copy, those updated revisions were distributed and discussed.</p> <p>K. Zimmerman-Oster said that the revised draft may or may not be given to the PC and ALT prior to their meeting with the NC-SC representatives.</p>	<p>In addition to K. Zimmerman-Oster, the following SC members will be coming to the:</p> <ul style="list-style-type: none"><li>- Wednesday, March 22<sup>nd</sup> PC Meeting - N. Surma, P. Zarkowski, S. LaGrassa and E. Bell.</li><li>- Thursday, March 23<sup>rd</sup> ALT Meeting - N. Surma, J. Baiardi, S. LaGrassa and E. Bell.</li></ul> <p>The NC-SC representatives will express the SC's concern about the lack of a Strategic Plan at Wednesday's PC meeting.</p>
<b>3. Draft Matrix/Table of Contents/Outline</b>	-	

4. Academic Profiles and Strategic Plans	-	
5. Proposal from Liz Patterson for printing self-study	-	
6. Early release to MFA and to Strategic Planning Team	-	
7. Review webpage/coverletter/e-mail to community to review First Draft	The <b>Self-Study Draft - E-mail Cover Letter</b> was reviewed and approved.	
8. Review Focus Questions for Open Meetings and for Targeted Meetings (especially Strategic Planning Team)	-	
9. Scheduling Student Feedback	-	
10. Resource Room Issues	-	
11. Convocation 2006	-	
12. Scheduling Meetings for April – August and Setting the timeline for Draft Two, Feedback session, Convocation? Mailing to NCA Evaluation Team.	-	
13. Adjournment		<p>Upcoming Meetings  - Monday, April 10 - 1:00 - 3:00 p.m.  Please see revised Timeline for additional meetings to share Draft.</p> <p>Future Agenda Item - K. McLonis</p>