

Committee Name: UDM North Central Steering Committee
Date: Monday, April 10, 2006 - 1:00 - 3:00 p.m.
Present: J. Baiardi, E. Bell, L. Bossman, K. Caprio, V. Dicks, S. LaGrassa, N. Surma, OSF, J. Thomson, M. Williams, S. Wilson & K. Zimmerman-Oster
Absent: E. Roberts-Kirchhoff & P. Zarkowski
Location: 119 C&F
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Discussion of Meetings with ALT, PC, MFA, Strategic Planning Team & Open Meetings	<p>K. Zimmerman-Oster recapped the feedback received from the various meetings which took place over the last several weeks:</p> <ul style="list-style-type: none"> - There was input but no substantial recommendations. - PC - In response to her question about a strategic plan, she was told that the Strategic Planning Team and the MFA officers are sitting down on April 25th to work on the strategic plan. - ALT - The Deans are working on their academic profile. They are to review and report back on the Self-Study and Academic Profiles by April 28th. - MFA - They talked about the value added of Shared Governance. While there is a general assumption that Shared Governance will be implemented, there is no institutional contingency plan if it is not. - Some e-mail feedback has been received. - Open Meetings <ul style="list-style-type: none"> - Many of the participants did not read the draft Self-Study. - The general comment was that the draft Self-Study was redundant. - p. 99 - The definition of a small class needs to be defined. - Aggregate data is needed for teacher evaluations. - There is no comparable data for quality teaching. <p>A discussion took place regarding whether or not the SC should identify funding sources for recommendations. It was pointed out that, as we must account to the 2007 site visitors about the 1997 Recommendations, we need to be aware that the next SC will have to account to their site visitors about our recommendations.</p>	
3. Draft Matrix/Table of Contents/Outline	K. Zimmerman-Oster said that the draft Matrix may help determine the location of some of the topics. The Matrix will give the site visitors direction when reading the Self-Study.	
4. Academic Profiles	The Deans are working on their Academic Profiles.	
5. Proposal from Liz Patterson for printing self-study	K. Zimmerman-Oster has the information and needs to talk with Dr. Schirmer.	
6. Student Feedback – Process/Plan	<p>M. Williams noted that the next year's Student Senate officers have been selected. The Executive Board could serve as a core group.</p> <p>Comments:</p> <ul style="list-style-type: none"> - A small select group of students should be given the last draft in early August to review. - Students should be involved in the fall so that they are ready for the site visit. <p>K. Zimmerman-Oster 's comments:</p> <ul style="list-style-type: none"> - Perhaps a gift certificate or dinner incentive can be offered students to get them to 	M. Williams. Will select the students who will review the Self-Study.

	<p>read the Self-Study - Student selection should be left up to M. Williams.</p>	
<p>7. Process for changes to Draft One</p>	<p>K. Zimmerman-Oster asked the chapter co-chairs about their preferences regarding the process to revise Draft One, i.e., whether she or the chapter co-chairs should go back and make the changes previously discussed in item 2. It was decided that the changes will be done by:</p> <ul style="list-style-type: none"> - Chapter 2 - N. Surma - Chapter 3 - K. Zimmerman-Oster - Chapter 4 - K. Zimmerman-Oster - Chapter 5 - K. Zimmerman-Oster <p>(No one was present from chapter 1.)</p> <p>K. Zimmerman-Oster asked that all corrections/additions be back to her by April 28th so that an internal 2nd draft can be produced.</p> <p>Comments:</p> <ul style="list-style-type: none"> - Draft 1 does not have a good read. - A decision needs to be made about where particular topics most belong. The main statement should go there and then refer to it in the other chapters. - Since K. Zimmerman-Oster has the whole perspective it would be more productive for her to re-edit the chapters. The co-chairs however can be used as a resource. <p>K. Zimmerman-Oster stated that she will:</p> <ul style="list-style-type: none"> - Do the Matrix which may help decide where a particular topic should go. - Be meeting with a Loyola -Chicago representative next week in Chicago to get his advice about the Self-Study and NC visit. - Ask L. Patterson about testimonial/pictures/quotes which should be placed on the sidebars. <p>While K. Zimmerman-Oster will re-edit some of the chapters, the following co-chairs will:</p> <ul style="list-style-type: none"> - K. Caprio - fit in the new language information. - V. Dick - add the Greece Theater program to the Study-Abroad Programs. - will work with S. McGriff on the CEC section. - L Bossman - Dean Auer will make the decision regarding the Library tables. <p>It was decided that the primary CEC statement belongs in 4.b.</p> <p>In response to a question, E. Bell said that she will provide much of the Self-Study missing data but she needs an index from the co-chairs of what is missing.</p> <p>Co-chairs were asked to get their revisions back to K. Zimmerman-Oster by April 28th.</p>	<p>Draft One changes will be done by:</p> <ul style="list-style-type: none"> - Chapter 2 - N. Surma - Chapter 3 - K. Zimmerman-Oster - Chapter 4 - K. Zimmerman-Oster - Chapter 5 - K. Zimmerman-Oster <p>Changes back to K. Zimmerman-Oster - April 28th.</p> <p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - Do the Matrix. - Be meeting with a Loyola -Chicago representative. - Ask L. Patterson about testimonial/pictures/quotes for the sidebars. <p>Co-chairs re-edits:</p> <ul style="list-style-type: none"> - K. Caprio - new language information. - V. Dick - add the Greece Theater program to the Study-Abroad Programs. - will work with S. McGriff on the CEC section. - L Bossman - get Library tables from Dean Auer. <p>CEC - The primary statement belongs in 4.b.</p> <p>E. Bell will provide much of the Self-Study missing data.</p> <p>Co-chairs will provide E. Bell with an index of what data is missing from their chapters.</p>
<p>8. Other Issues</p>	<p>Site Visit</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She will ask K. Solomon for sample time schedules. - Deans should be asked to keep their time and space available during the site visit. <p>L. Bossman's comments:</p> <ul style="list-style-type: none"> - The visiting team: - Can go anywhere they want at any time. 	

	<ul style="list-style-type: none"> - Names should be known by August. - Some thought should be given to lodging arrangements. Shuttles to and from the hotel or bed and breakfast will be needed. - Schedule: <ul style="list-style-type: none"> - SC members need to be available to meet with the visiting team. The visiting team may meet the SC as a whole and/or with individual members. - During the 2½ day visit, the team will meet with the President, Board representatives and late Wednesday morning have an exit interview with the President. They will arrive on Sunday and leave Wednesday afternoon. - A reception may be scheduled. 	
9. Other Issues	-	
10. Resource Room Issues	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The location of the Resource Room needs to be settled soon. The room needs to be accessible, centralized, warm and large enough for tables to hold computers and resource materials. There must be access to a refrigerator. - Rooms under consideration are 119 CF, 131 E and the 3rd floor Conference Room in the Library. - K. McLonis will be invited to the next meeting. - She will ask if M. Hassett would be available as a facilitator. - Deans should be asked to keep their time and space available during the site visit. <p>It was decided that the best site would be 119 CF. J. Thomson will contact M. Hassett to determine its availability for a week prior to and the three days of the visit.</p>	<p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - Ask if M. Hassett would be available as a facilitator. - Invite K. McLonis to the next meeting. <p>J. Thomson will contact M. Hassett to determine 119 CF availability as the Resource Room.</p>
11. Convocation 2006	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She requested time on the Friday, August 18th agenda to get NC on the faculty/administration radar screen. She hopes to have an Executive Summary and Talking Points which the faculty can use when discussing NC with their students. - Each college/school SC members should attend their college/school meetings and report on NC. If the August meeting is not the best time to meet with the faculty, a meeting later on during Term I can be arranged. She will be glad to attend if she is available. - The 2nd draft of the Self-Study should be ready by August. - Two issues that need to be addressed: <ul style="list-style-type: none"> - 1. Task needs - look at document and give feedback. - 2. Motivational issues. The Board of Trustees decision regarding the campuses will affect faculty motivation. <p>It was pointed out that many colleges/schools meet only 1 or 2 times/term.</p>	<p>Two issues that need to be addressed:</p> <ul style="list-style-type: none"> - 1. Task needs. - 2. Motivational issues.
12. Scheduling Meetings for April – August and Setting the timeline for Draft Two, Feedback session, Convocation? Mailing to NCA Evaluation Team.	<p>Meetings were scheduled for:</p> <ul style="list-style-type: none"> - Tuesday, May 9 - 1:00 - 3:00 p.m. - Tuesday, May 23 - 1:00 - 3:00 p.m. 	<p>Upcoming Meetings - 119 CF</p> <ul style="list-style-type: none"> - Tuesday, May 9 - 1:00 - 3:00 p.m. <ul style="list-style-type: none"> - K. McLonis - Tuesday, May 23 - 1:00 - 3:00 p.m.
13. Adjournment		

