

**Committee Name:** UDM North Central Steering Committee  
**Date:** Tuesday, May 9, 2006 - 1:00 - 3:00 p.m.  
**Present:** J. Baiardi, E. Bell, L. Bossman, V. Dicks, S. LaGrassa, E. Roberts-Kirchhoff, N. Surma, OSF, J. Thomson, S. Wilson, P. Zarkowski & K. Zimmerman-Oster  
**Absent:** K. Caprio & M. Williams  
**Location:** 119 C&F  
**Handout:** North Central's Proposed Evaluation Team  
**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Resource Room Issues Guest Kris McLonis	<p>K. Zimmerman-Oster introduced Kris McLonis to the SC.</p> <p>K. McLonis' comments:</p> <ul style="list-style-type: none"> <li>- The difference between the 1997 and 2007 NC visit is the web-links. The same strands are the room and the kinds of resources collected.</li> <li>- Last time she created a master list.</li> <li>- She has not yet started to collect materials.</li> </ul> <p>L. Bossman said that the same types of materials are needed but there is less volume because of the on-line materials.</p> <p>Discussion centered around the following topics:</p> <p><b>Index/Table of Contents/Master List</b></p> <p>K. McLonis stated that a table of content/master index is needed. It was suggested that K. Zimmerman-Oster's index can be used to develop a list of on-line and hard copies documents.</p> <p><b>Resource Room</b></p> <p>K. McLonis' comments:</p> <ul style="list-style-type: none"> <li>- A printer is needed.</li> <li>- 5 working days will be needed to set up the Resource Room.</li> <li>- There will be months of background work.</li> </ul> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- Loyola-Chicago had a:               <ul style="list-style-type: none"> <li>- room as large as 119 CF with a small shelf for documents. A list of what they had in their Resource Room will be requested.</li> <li>- list of everything in the Resource Room.</li> </ul> </li> <li>- The location of the UDM's Resource Room has not yet been determined.</li> <li>- A co-chair should make a list of what things are cited in their chapters and whether they are paper or web copies.</li> <li>- There should be:               <ul style="list-style-type: none"> <li>- an electronic folder for each file folder.</li> <li>- a vertical file cabinet drawer for each chapter.</li> <li>- a display table for faculty accomplishments.</li> </ul> </li> </ul> <p>SC member's comments:</p> <ul style="list-style-type: none"> <li>- A wireless environment needs to be considered.</li> <li>- There should be:               <ul style="list-style-type: none"> <li>- a file for each of the surveys, e.g., HERI, NESSE, etc.</li> <li>- a free standing document source.</li> </ul> </li> <li>- Crucial things like LDI and shared governance should be filed separately.</li> <li>- Documents should be sequentially numbered and referred to by their numbers.</li> </ul>	<p>Co-chairs should:</p> <ul style="list-style-type: none"> <li>- make a list of what things are cited in their chapters and whether they are paper or web-links.</li> <li>- send chapter reference listing to K. Zimmerman-Oster and K. McLonis by June 18.</li> <li>- get their information to either K. McLonis or to the Resource Room.</li> </ul> <p>Co-chairs or their designees are responsible to make sure all web-links are active.</p> <p>Volunteer:</p> <ul style="list-style-type: none"> <li>- S. LaGrassa - to index the links</li> </ul> <p>Needed to be completed:</p> <ul style="list-style-type: none"> <li>- A master list of documents</li> </ul> <p>Developing a list of what needs to be done:</p> <ul style="list-style-type: none"> <li>- by September 1 when the <b>Self-Study</b> goes to the printer.</li> <li>- before the visiting team come.</li> </ul> <p>K. McLonis will investigate the setting up of a private website for the NC visitors.</p> <p>L. Patterson or J. Newlon be invited to a meeting to clarify the information process.</p>

**Self-Study**

K. Zimmerman-Oster requested that the primary site be noted for each reference.

**Hard Copies / Web-links**

To a comment about whether documents should be both on-line and in hard copies, L. Bossman mentioned that the visiting team is probably split 50-50 on whether they want on-line or hard copies.

K. Zimmerman-Oster's comments:

- Loyola-Chicago used as many PDF as possible.
- Do not print materials for the sake of printing.

K. McLonis' comments:

- Indicted that a middle option is to do floppy discs as a readable file.
- Co-chairs need to get their information to either K. McLonis or to the Resource Room.
- Her e-mail address is [www.McLonika@udmercy.edu](mailto:www.McLonika@udmercy.edu).

**Web-links**

K. McLonis' comments:

- The starting point is a page with hyperlinks.
- A flash drive saves space and is convenient.
- You want to make sure web-links are activated and the content checked.
- She could create a site on her webpage that everyone can get to.

SC member's comments:

- There are links to the academic profile within the **Self-Study** document.
- Hard copies can be scanned to create a PDF file.
- The MFA minutes are on-line.

K. Zimmerman-Oster's comments:

- Loyola-Chicago used as many PDF as possible.
- Each co-chair should send a chapter reference listing to her and K. McLonis by June 18.
- It is the co-chairs or their designee's responsibilities to make sure all links are active.

S. LaGrassa noted that he could recommend work-study students to review the links over the summer. The SOA's computers can be used. He volunteered to index the links.

**Hard Copies**

K. McLonis said that although she does not have a secure office, she will check for a secure space in the Library. Materials should be sent to her.

L. Bossman noted that anything substantive needs to be in hard copy and it is nice to have tangibles for convenience.

SC member's comments:

- Things such as the auditor's report are not on-line.
- Hard copies should be:
  - available for all central documents.
  - color-coded.

	<p><b>NC Visiting Team</b></p> <p>L. Bossman's comments:</p> <ul style="list-style-type: none"> <li>- Before they leave campus the NC Team will write a 12-14 page single spaced report. The Team will also produce an affirmation or reference document which will address the 25 core components.</li> <li>- There could be group and/or individual interviews.</li> </ul> <p><b>Visitors Website</b></p> <p>It was recommended that a private website needs to be set up for the NC visitors which is not accessible by the public.</p> <p>K. McLonis will check with E. Tracy regarding how to set this up.</p> <p><b>Information Processing</b></p> <p>SC member's comments:</p> <ul style="list-style-type: none"> <li>- Since getting the required materials from the different areas now would mean getting 4 different calls from 4 different people, it was suggested that L. Patterson or J. Newlon be invited to a meeting to clarify the process.</li> </ul> <p><b>Other Comments:</b></p> <ul style="list-style-type: none"> <li>- Technological down-time is a worry.</li> <li>- 2 items need to be addressed, what needs to be done: <ul style="list-style-type: none"> <li>- by September 1 when the <b>Self-Study</b> goes to the printer.</li> <li>- before the visiting team come.</li> </ul> </li> </ul>	
<p><b>3. Draft Matrix/Table of Contents</b></p>	<p>K. Zimmerman-Oster indicated that this will be completed and sent out with the draft.</p>	
<p><b>4. Review Draft Two</b></p>	<p>-</p>	
<p><b>5. Obtaining Feedback for Draft Two</b></p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- She has received feedback from three Vice Presidents, most Deans and some directors. Most of the academic profiles have been returned. .</li> <li>- The SC will not send anything out to the public until the 2<sup>nd</sup> draft is complete at the end of July.</li> <li>- Target persons, such as M. Barbour, should be identified to review the draft.</li> <li>- At the Convocation on Friday, August 18<sup>th</sup>, the President will promote the 2<sup>nd</sup> draft and ask people to review it. Feedback meetings should be scheduled a couple of weeks after the 2<sup>nd</sup> draft is published.</li> <li>- Presentation to the PC on Wednesday, August 16<sup>th</sup> and the ALT on Thursday, August 17<sup>th</sup> will be scheduled.</li> </ul> <p>SC member's comments:</p> <ul style="list-style-type: none"> <li>- Information which will hopefully be ready for the next <b>Self-Study</b> Draft is the: <ul style="list-style-type: none"> <li>- Results of the June Board of Trustees meeting.</li> <li>- Strategic Plan.</li> </ul> </li> <li>- Feedback will be needed before September.</li> </ul> <p>It was suggested that B. Schirmer promote NC feedback at her water cooler chats.</p>	<p>Target persons need to be identified to review the draft.</p> <p>K. Zimmerman-Oster -</p> <ul style="list-style-type: none"> <li>- Presentation to be scheduled: <ul style="list-style-type: none"> <li>- ALT                   - Thursday,    August 17</li> <li>- PC                    - Wednesday, August 16</li> <li>- Convocation - Friday,       August 18</li> </ul> </li> </ul>
<p><b>6. Student Feedback - Process/Plan</b></p>	<p>A plan was approved at the last meeting. It was recommended that NC needs to get on <b>Varsity News</b> schedule. Efforts should be made to assure accurate reporting.</p>	

<p><b>7. Proposal from Liz Patterson for printing self-study</b></p>	<p><b>Self-Study Printing/Format</b></p> <p>K. Zimmerman-Oster's comments;</p> <ul style="list-style-type: none"> <li>- She met with B. Schirmer regarding the budget. The <b>Self-Study</b> is to be printed as cheaply as possible.</li> <li>- The printing will be laser copied in black and white.</li> <li>- A new formatting is being developed by PR.</li> <li>- A nice cover is needed.</li> <li>- The SC needs to discuss the use of quotes, pictures and testimonials.</li> </ul>	
<p><b>8. Convocation 2006</b></p>	<p>K. Zimmerman-Oster will make a presentation at the President's Convocation.</p> <p>A discussion of promotional items, i.e., balloons, hats, frisbees, lanyards, key chains, memo pads, coffee mugs imprinted with the NC theme and visit dates. K. Zimmerman-Oster will ask M. Williams to check on lanyards. Any extras can be saved for the Christmas Party and any other special events.</p>	
<p><b>9. Talking Points for College and Unit Meetings during August and September – summary and comments to students and staff</b></p>	<p>K. Zimmerman-Oster said that the SC members need to get on the colleges and units meeting agendas.</p>	<p>SC members need to get on their colleges/units meeting agendas.</p>
<p><b>10. Third Party Comment</b></p>	<p>K. Zimmerman-Oster will check with Loyola and NC regarding local newspaper ads.</p>	<p>K. Zimmerman-Oster - will check with Loyola and NC regarding local newspaper ads.</p>
<p><b>11. Other Issues</b></p>	<p><b>Shared Governance</b></p> <p>K. Zimmerman-Oster indicated that the Strategic Planning Team, PC and MFA officers met once, a week and one-half ago, and discussed the present strategic plan. An expanding Strategic Planning Team, which now includes the MFA officers, will prepare another draft.</p> <p>SC members reported on the status of the shared governance committees they serve on, i.e., program reviews, MFA, core curriculum.</p> <p><b>Visiting Team</b></p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- Hotel reservations need to be made for the visiting team. NC pays for the visit.</li> <li>- UDM pays for any gifts given to the NC Team.</li> </ul> <p>V. Dicks volunteered to ask the Chamber of Commerce about gifts.</p> <p>L. Bossman's comments:</p> <ul style="list-style-type: none"> <li>- Wherever the visiting team stays, they need to have a video and screen.</li> <li>- The team will be here from Sunday evening through Wednesday.</li> </ul> <p><b>Proposed NC Evaluation Team - Handout</b></p> <p>K. Zimmerman-Oster distributed and briefly reviewed the proposed NC evaluation team sent to Fr. Stockhausen by K. Solomon. Fr. Stockhausen has approved of the team members.</p> <p><b>Celebration</b></p> <p>When an SC member asked if there will be a celebration after the visit, it was suggested that the February President's Wine &amp; Cheese Reception may be a suitable time.</p>	<p>Volunteer - V. Dicks volunteered to ask the Chamber of Commerce about gifts.</p>

<p><b>12. Scheduling Meetings for May – August and Setting the timeline for Draft Two</b></p>	<p>K. Zimmerman-Oster will update the draft review meeting schedule.</p> <p>An SC member mentioned that the SC needs to schedule a meeting after the next logical task, i.e., after mid-July. More than 1 meeting may be needed to discuss the 2<sup>nd</sup> draft.</p>	<p>Upcoming Meetings - 119 C&amp;F</p> <ul style="list-style-type: none"> <li>- Tuesday, May 23, 1:00 p.m. - 4:00 p.m.</li> <li style="padding-left: 20px;">- Learning &amp; Outcomes</li> <li>- Wednesday, June 21, 9:00 a.m. - 12:00 n</li> <li>- Wednesday, July 12, 9:00 a.m. - 12:00 n</li> <li>- Tuesday, July 25, 9:00 a.m. - 12:00 n</li> </ul> <p>Upcoming Presentations</p> <ul style="list-style-type: none"> <li>- ALT - Thursday, August 17</li> <li>- PC - Wednesday, August 16</li> <li>- Convocation - Friday, August 18</li> </ul>
<p><b>13. Adjournment</b></p>		<p>6/9/06</p>