

Committee Name: UDM North Central Steering Committee
Date: Tuesday, May 23, 2006
Present: J. Baiardi, E. Bell, L. Bossman, V. Dicks, S. LaGrassa, N. Surma, OSF, J. Thomson, M. Williams, S. Wilson & K. Zimmerman-Oster
Absent: K. Caprio, E. Roberts-Kirchhoff & P. Zarkowski
Location: 119 C&F
Handouts: Additional Suggestions - May 17, 2006 - Draft Two
Prepared by: J. Thomson

| Agenda Item | Discussion / Issues | Decisions / Future Action |
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| 1. Call to Order | Meeting called to order | |
| 2. Resource Room Issues Guest Kris McLonis | - | |
| 3. Draft Matrix/Table of Contents | <p>K. Zimmerman-Oster reviewed the matrix and stated that there was not as much overlap as thought. She noted that shrinking the document will be a challenge. Each co-chair was asked to use the matrix to identify:</p> <ul style="list-style-type: none"> - where overlaps occur, - the best place to address redundant topics, - the best wordage, <p>and send her their suggestions.</p> <p>The 5/23/06 matrix refers to the 5/22/06 Draft Copy.</p> | <p>Co-chair will use the matrix to determine:</p> <ul style="list-style-type: none"> - where overlaps occur, - the best place to address redundant topics, - the best wordage, <p>and send their suggestions to K. Zimmerman-Oster.</p> |
| 4. Review Draft Two | <p>The SC reviewed the sections of Draft Two which was e-mailed yesterday. N. Surma stated that the SC appreciated the magnitude of the job done by K. Zimmerman Oster. K. Zimmerman-Oster said that she was still correcting errors of facts.</p> <p>The Introduction and Criterion One were reviewed in detail, sections were deleted, revised, condensed or reassigned to other criteria where they could be more appropriately addressed.</p> <p>Introduction</p> <p>SC comments:</p> <ul style="list-style-type: none"> - While the Introduction should give overarching concepts and set the framework for the rest of the report, it should not handle in detail things or use exemplars for topics that are fully explained later in the document. <p>General comments:</p> <ul style="list-style-type: none"> - All of the history should be addressed in one place and located in the front of the document. - Put all of the history up front. Collapse all of the chronological history into bullets. - p. 6 - After the history, the organizational structure should go under Background and Origins. - p. 7 - The Board of Trustees should be covered in Criterion One. - Emphasis should be placed on the new leadership. - ps. 8 - 11 - Move Foundation, Mission, Vision and Promise. - Go with the best flow. - Place UDM's Mission and Vision on the inside cover. - p. 13 - Athletics should be addressed in Chapter 1. - p. 16 - In the financial section, why are we including some things and not others? - p. 24 - Constrained Financial Environment should be addressed by Mr. Abatemarco, Small Endowment by Mr. Kerrigan. - The current status of the shared governance process needs to be rewritten. - p. 25 - Future Goals and Directions should be placed in the proposed last chapter. | <p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - Rewrite the Introduction using the SC suggestions. - Get everything she can get out of the Introduction and put it in the body of the document. <p>J. Baiardi will write up the current status of the shared governance process.</p> <p>Criterion co-chairs were asked to rewrite their sections using today's input and send their revisions to K. Zimmerman-Oster by Wednesday, May 31.</p> |

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| | <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She will remove everything she can out of the Introduction and put it into the body of the document. - An index is needed. - The Criterion co-chairs were asked to rewrite their sections using today's input and to send them to K. Zimmerman-Oster by Wednesday, May 31. <p>Criterion One: Mission & Integrity</p> <p>General comments:</p> <ul style="list-style-type: none"> - The section is too jumpy and needs a better flow.. - When addressing the Mission and Vision, readers should be referred to the inside front cover. - p. 37 - The ISO section needs to be expanded. ISO represents a University commitment. ISO should be placed ahead of Language & Cultural Training. - p. 55 - Communication is at the core of a lot of our problems. We need information to demonstrate where we are going. Some people cannot operate with the level of ambiguity that exists. The staff are even more out of the loop than the faculty. <p>K. Zimmerman-Oster said that she would revise the Introduction this weekend. She again asked the co-chairs to go through the matrix and see where items are addressed in a number of different criteria and determine where they might be better covered somewhere else and which section used better language.</p> | |
| 5. Obtaining Feedback for Draft Two | - | |
| 6. Student Feedback – Process/Plan | - | |
| 7. Proposal from Liz Patterson for printing self-study | - | |
| 8. Convocation 2006 | - | |
| 9. Talking Points for College and Unit Meetings during August and September – summary and comments to students and staff | - | |
| 10. Third Party Comment | - | |
| 11. Other Issues | - | |
| 12. Scheduling Meetings for May – August and Setting the timeline for Draft Two | <p>The next meeting was scheduled for Wednesday , June 21 from 9:00 a.m. - 12:00 noon. The goals is to finish the rest of the Criteria.</p> | <p>Upcoming Meetings - 119 C&F</p> <ul style="list-style-type: none"> - Wednesday, June 21, 9:00 a.m. - 12:00 n - Wednesday, July 12, 9:00 a.m. - 12:00 n - Tuesday, July 25, 9:00 a.m. - 12:00 n <p>Upcoming Presentations</p> <ul style="list-style-type: none"> - ALT - Thursday, August 17 - PC - Wednesday, August 16 - Convocation - Friday, August 18 |
| 13. Adjournment | - | 6/9/06 |