

Committee Name: UDM North Central Steering Committee
Date: Wednesday, July 12, 2006
Present: J. Baiardi, E. Bell, L. Bossman, K. Caprio, V. Dicks, S. LaGrassa, E. Roberts-Kirchhoff, N. Surma, OSF, J. Thomson, M. Williams & K. Zimmerman-Oster
Absent: S. Wilson & P. Zarkowski
Guest: K. McLonis
Location: 119 C&F
Handouts: Outstanding Issues Memo - 6/12/06
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order	
2. Resource Room Issues	<p>K. Zimmerman-Oster noted that Resource Rooms are much smaller now because of technology. In Loyola-Chicago's Resource Room they had 5 file drawers, 1 for each chapter. Everything else was on-line.</p> <p>Categories of Information</p> <ul style="list-style-type: none"> - 1. In print and in the Resource Room - 2. Electronically available in a Sakai file - 3. Things linked to the Self-Study <p style="margin-left: 150px;">} Limited access or confidential - Generally accessible</p>	
3. Solutions to Hot Link problem	<p>K. McLonis' comments:</p> <ul style="list-style-type: none"> - The Sakai file and it seems flexible. (A survey of the SC found that no one else has used it.) - Do the visiting team receive information packets? - A cross-index is needed. <p>Scanned vs. Paper Reports</p> <p>K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none"> - Only things that are specifically helpful for each criterion should be scanned. - Key reports that are not on the website need to be scanned, e.g., the Prioritization Final Report. - Hard copies of the financial reports can be supplied by Business & Finance. - Minutes for Shared Governance, Strategic Planning, Assessment and maybe Mission Effectiveness should be in the Resource Room. <p>Comments:</p> <ul style="list-style-type: none"> - S. LaGrassa reported that he has hired 2 students to do the scanning. - The MFA minutes are on-line. - Giving the visiting team access to all of the information on September 1 is to invite additional questions. Other than the Self-Study's hot-links, information should be given to the visiting team when they arrive. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Regarding J. Morgan's July 25th Memo: <ul style="list-style-type: none"> - 1st Solution - To*not* print links. Create a footnote type section that acts as an appendix of links and put *that* online. <ul style="list-style-type: none"> - While she (KZ-O) did not like the this solution, it is implied that it would be easier for Marketing & Public Affairs (MPA) to implement. MPA is changing their website format. - 2nd Solution - IT can add servers rewrites that keep the old page name but serve the new resource where necessary. 	

	<ul style="list-style-type: none"> - While she (KZ-O) likes this solution, it would be harder for MPA to do. If selected by the SC, the SC may have to do it. - It is too cumbersome having the whole URL there. - This discussion should be tabled until J. Morgan attends a meeting. <p>Comments:</p> <ul style="list-style-type: none"> - The number of steps to get to information needs to be reduced. - Things should only be referred to once because if there are changes you have to change all of the references. This increases the number of errors. 	
4. Design of Document – Pictures and Format	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - All of the chapter charts are needed on Thursday since L. Patterson needs the latest document and charts by Friday. - In order to prepare for the final draft the designer has been given the 6/15 draft. - The designer has seen Loyola-Chicago's Self-Study. - The number of photographs to be included has not yet been determined. - She is comfortable with letting the designer determine the number of photographs. - Photographs show who we are, e.g., the Tower, religious affiliation, etc. <p>Comments regarding photographs:</p> <ul style="list-style-type: none"> - Perhaps they should be at the beginning of each chapter. - Should clarify things in the document. - Soften the content. 	K. Zimmerman-Oster will send L. Patterson the latest document and charts by Friday.
5. Review of Chapter Lessons learned and Recommendations	<p>A significant amount of the meeting was dedicated to the thorough review of each criteria Chapters' Lessons Learned and Recommendations. A number of substantive changes were made. K. Zimmerman-Oster, with the help of the co-chairs, will rewrite these sections.</p> <p>General comments:</p> <ul style="list-style-type: none"> - Evidence is needed to back up recommendations. - Lessons learned should be evident from the material presented. - Although many things could be recommended in each criterion, only the things that raise to the top should be noted. - At one time adding a final chapter was discussed. 	
6. Outstanding Issues Documents	<p>K. Zimmerman-Oster stated that all of the Outstanding Issues Memo revisions were made. Fr. Stockhausen's issues in the 6/15/06 Draft were all addressed. The SC was asked to review the Outstanding Issues Memo and advise her of any other changes.</p>	
7. Feedback - Process/Plan - ALT, PC, Faculty, Students	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She sent the last 6/15 Self-Study draft to the President and Vice Presidents for comments. Feedback has been received from Fr. Stockhausen, Mr. Abatemarco and Mr. Kerrigan. - A revised Self-Study will be sent to the NCA Liaison, K. Solomon, on Friday. - On July 15 we will have pretty close to what will go out August 15. <p>Comments:</p> <ul style="list-style-type: none"> - Some attention will need to be paid to Criterion 2 after the Board's action regarding the location of the SOD, SOL renovation and the current state of the Five-Year Plan. 	<p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - will send the NCA Liaison, K. Solomon, a revised Self-Study on Friday. - send Fr. Stockhausen a memo regarding the SC concern about the status of the Five-Year Plan. - consider developing a "Hit List" of when things have to be done by or they come out of the Self-Study.

	<ul style="list-style-type: none"> - Throughout the Self-Study the Five-Year Plan should be called the Strategic Plan. - Fr. Stockhausen needs to make a decision on the Five-Year Plan. He should be told that if there is no physical document, references to it will have to be removed from the Self-Study. - A "Hit List" should be developed by the Chair of when things need to be done by or they will come out of the Self-Study. <p>K. Zimmerman-Oster will send Fr. Stockhausen a memo regarding the SC concern about the status of the Five-Year Plan.</p>	
8. Talking Points for College and Unit Meetings during August and September - summary and comments to students and staff	-	
9. Convocation 2006	-	
10. Review Time Line	<p>The previous Timelines were reviewed:</p> <ul style="list-style-type: none"> - L. Bossman's additions/changes: <ul style="list-style-type: none"> - August 15 - NCA Meeting, 9:00 - 12:00 n - August 29 - NCA Meeting, 9:00 - 12:00 n - September 7 - Final Draft to L. Patterson - K. Zimmerman Oster's changes: <ul style="list-style-type: none"> - July 30 - Second Draft of Self-Study Posted - August 15 - Table of Contents, Index, and Matrix Complete - August 22 - Feedback from Second Posting - The Timelines have the ALT and PC dates reversed. It should read: <ul style="list-style-type: none"> - August 16 - PC Presentation and Feedback - August 17 - ALT Presentation and Feedback <p>K. Zimmerman Oster will revise the current Timelines and e-mail them to the SC.</p>	K. Zimmerman Oster will email the revised timelines to the SC.
11. July & August Meetings		<p>Upcoming Meetings - 119 C&F</p> <ul style="list-style-type: none"> - Tuesday, July 25, 9:00 a.m. - 12:00 n - Tuesday, August 15, 9:00 a.m. - 12:00 n - Tuesday, August 29, 9:00 a.m. - 12:00 n <p>Upcoming Presentations</p> <ul style="list-style-type: none"> - PC - Wednesday, August 16 - ALT - Thursday, August 17 - Convocation - Friday, August 18
12. Other Issues	-	
13. Adjournment	-	7/17/06

