

Committee Name: UDM North Central Steering Committee

Date: Tuesday, July 25, 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

Guests: K. McLonis & J. Morgan

Location: 119 C&F

Handouts: J. Morgan's 7/25/06 Memo

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Resource Room Issues	-	
3. Solutions to Hot Link problem	<p>Jeanne Morgan, Web Information Specialist was introduced and welcomed to the meeting. She distributed and reviewed her 7/25/06 Memo. Her comments:</p> <ul style="list-style-type: none">- The 1st solution is better for hardcopy readers, the 2nd is better for electronic viewers.- Keeping 2 files updated is double the work. <p>SC's comments:</p> <ul style="list-style-type: none">- The SC should go with the most accommodating solution.- The SC needs to be more discriminating regarding what is linked.- The UDM web link is not that user friendly. <p>J. Morgan and K. McLonis' comments/responses to questions:</p> <ul style="list-style-type: none">- Use an electronic index by chapter.- Within the text, footnotes, brackets, bold or underlined references should be used.- Have a worksite page.- The amount of paper in the Resource Room should be limited. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- Loyola-Chicago and Northern Colorado did theirs in a different way. Loyola-Chicago Self-Study did not have hot links. Her solution is to use the hot-link.- She is leaning towards solution #1. <p>L. Bossman's comments:</p> <ul style="list-style-type: none">- Most visiting teams use hard bound copies.- Dead links must be avoided.- The Self-Study must be user friendly.- Since Sakai is password protected, a passage number will be needed for access.- As a reader you do not have time to chase the details.- Financial data needs to be hard copied since they need to be detailed and private.- IT should be immediately available to the visitors in the Resource Room. <p>SC's comments:</p> <ul style="list-style-type: none">- Whatever system is decided upon should be used in the last draft.- Do a trial run with both solutions #1 and #2.- Keying numbers to the chapters would simplify things, e.g., 1.1, 1.2, 1.3.- URL's should be differentiated.- The links should not be confusing for the visitors. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- Each chapter's co-chairs needs to go back and unlink their hotlinks.- She will send the SC documents for chapters 1, 3, 4, and 5.	<p>Chapter's co-chairs need to:</p> <ul style="list-style-type: none">- go back and unlink their hotlinks.- send their web link connections to E. Bell by August 1 so that they can be checked by the work-study.- reformulate grids and submit by August 15. <p>K. Zimmerman-Oster:</p> <ul style="list-style-type: none">- will send the SC documents for chapters 1, 3, 4 & 5.- needs everything from the co-chairs for the 7/30/06 draft. <p>E. Tracy, IT, and K. McLonis, cataloging, need to be available point persons in the Resource Room in case the visitors have questions or encounter problems.</p> <p>S. LaGrassa will reformulate his section and send to the SC so they can follow his example.</p> <p>The SC consensus was to use solution 1, i.e., "To*not* print links. Create a footnote type section that acts as an appendix of links and put*that* online."</p>

- E. Tracy, IT, and K. McLonis, cataloging, need to be available point persons in the Resource Room in case the visitors have questions or encounter problems.

S. LaGrassa said he will reformulate his section and send to the SC. K. Zimmerman-Oster said that for consistency purposes the co-chairs should wait to get S. LaGrassa's sample and then duplicate the format in their chapters.

In order to clarify a discussion, the following table was placed on the blackboard.

URL'S	Hard Copies	Sakai
Public	Public	Private ? University community viewing

SC's comments:

- It makes sense to get the listings first and then make a decision.
- Putting everything out there makes the process complicated and cumbersome.
- The visitors will target the issues they are interested in.

K. McLonis' comments:

- We may have to do away with Sakai if there is not a lot of material.
- Hyperlink can be used for the index.

Comments:

- Once the visitors get the Self-Study, ask them what information they need and send it to them.
- Flooding people with information confused them.
- The SC is trying to please everyone. We should do it so we are satisfied.

K. Zimmerman-Oster's comments:

- The SC consensus is to use solution 1, i.e., "To*not* print links. Create a footnote type section that acts as an appendix of links and put*that* online."
- Everything is needed from the co-chairs for the 7/30/06 draft.

J. Morgan indicated that it will take her a couple of days to input the information.

The following link template list was placed on the backboard and agreed to:

DRAFT - 7/30/06				
Page	URL	Hard Copy	Description	Location
111	3a.1		CEC Homepage	
		3b.2	5 Year Plan	

S. LaGrassa's comments:

- Links could be capitalized or italicized to indicate whether they are hard copies or electronic.
- All information should be sent to E. Bell by Tuesday, August 1 so that the work-study can check all of the links. A work-study can be available one additional day/week.
- The data will not be in the July 30th draft.
- Everyone needs to reformulate their grids and submit by August 15.

4. Hotel Accommodations

Accommodations mentioned were the Inn on Ferry Street, St. Regis Hotel, Ren Cen Marriott and the Ren Cen Courtyard Marriott. Since the Inn on Ferry Street was too

K. Zimmerman-Oster will make the hotel reservations and contact the Chamber of Commerce.

	Isolated, the Ren Cen Marriot was chosen because of its downtown location and access to many activities. K. Zimmerman-Oster will make the reservations and contact the Chamber of Commerce.	
5. Review of Chapters and Outlines	In process. All of chapter's co-chairs are to send any update to K. Zimmerman-Oster.	Chapter's co-chairs are to send any update to K. Zimmerman-Oster.
6. Outstanding Issues	K. Zimmerman-Oster said some of the issues still need to be addressed.	Some of the issues still need to be addressed
7. Feedback - Process/Plan - ALT, PC, Faculty, Students	K. Zimmerman-Oster mentioned that presentations were scheduled for the PC and the ALT. SC members who volunteered to accompany her to the presentations are: PC - Wednesday, August 16 - E. Bell & N. Surma ALT - Thursday, August 17 - 10:00 - 10:30 a.m. - J. Baiardi & E. Bell.	PC - Wed., Aug. 16 - E. Bell & N. Surma ALT - Thurs., Aug. 17 - 10:00 - 10:30 a.m. - J. Baiardi & E. Bell
8. Talking Points for College and Unit Meetings during August and September - summary and comments to students and staff	<p>SC's comments:</p> <ul style="list-style-type: none"> - Talking points may be based on learnings and recommendations. - Recommendations: <ul style="list-style-type: none"> - are based on what we know now. - may take time to carry out. - should be logically sound and make sense to the readers. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The recommendations need to be realistic for the future. - What do we want from the ALT and PC? <ul style="list-style-type: none"> - Feedback on the Self-Study. - Does the Self-Study accurately reflect UDM? - Do we need to ask broad questions or narrow questions? - Ask for written corrections to errors. - To what extent will the recommendations be used in the Strategic Plan? <p>Based on a comment, K. Zimmerman-Oster said that she would take the last part of the Introduction and make it the Final Chapter.</p>	K. Zimmerman-Oster will take the last part of the Introduction and make it the Final Chapter.
9. Convocation 2006	<p>K. Zimmerman-Oster's comments/responses to questions:</p> <ul style="list-style-type: none"> - She does not plan to have a slide presentation. - Something is needed for the Convocation Booklet. - She will acknowledge: <ul style="list-style-type: none"> - Subcommittee members. (SC co-chairs were asked to go to the NCA site and update their subcommittee members.) - People who played significant roles in the rewriting of the Self-Study. - She intends to address the 5 "W", who, what, where, when and why. - The 5 Year Plan: <ul style="list-style-type: none"> - exists but a lot of it is still in people's heads. - should now be referred to as the Facilities Component of the Strategic Plan. (All references to the 5 Year Plan should be removed from the Self Study.) - will be available from the President by January. <p>SC's comments:</p> <ul style="list-style-type: none"> - The 5 Year Plan is a facilities plan for the SOD, SOL and McNichols campuses. - An addendum to the Self-Study can always be sent regarding the 5 Year Plan. <p>K. Zimmerman-Oster asked about what else should be said at the presentation.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - Remind everyone: <ul style="list-style-type: none"> - about the visit date. - to make their Self-Study comments by August 22nd. 	<p>The 5 Year Plan should now be referred to as the Facilities Component of the Strategic Plan.</p> <p>Chapter co-chairs were asked to:</p> <ul style="list-style-type: none"> - go to the NCA site and update their sub-committee members. - remove all references to the 5 Year Plan from their chapter. - reread their chapters in case there are contextual changes regarding the 5 Year Plan. <p>M. Williams will order lanyards imprinted with UDM and the theme.</p>

	<ul style="list-style-type: none"> - Thank everyone for their past contributions. - Tell everyone about the availability of the final copy and ask them to read it. - In the Program, tell everyone how to access the different parts of the Self-Study. - The co-chairs may have to reread their chapters in case there are contextual changes regarding the 5 Year Plan. - The Academic Strategic Plan will shortly go out to the faculty for comments. <p>M. Williams will order lanyards imprinted with UDM and the theme. They will be distributed to Convocation participants as they leave.</p>	
10. Review Time Line	K. Zimmerman-Oster suggested that the SC should wait until we are in the September mode before scheduling September meetings.	September meeting dates should be decided in September.
11. August Meetings	-	<p>Upcoming Meetings - 119 C&F</p> <ul style="list-style-type: none"> - 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	<p>Campus Visit Preparations</p> <p>L. Bossman's comments:</p> <ul style="list-style-type: none"> - He is happy to serve on the Campus Visit Preparation Subcommittee. - The hotel must have meeting and computer rooms. The rooms should have refreshments and snacks. - The team leader needs a suite. - A faculty or administration member should pick up the visitors at the airport. - Everything flows through our NC chair and the visiting team chair. - Starting in October, K. Zimmerman-Oster should talk with the team chair and find out what they want to do when they get here. Everything should be set-up in advance. - A Monday cocktail party is possible. - For NC you do not need a syllabus for every course. - UDM mugs and SOD toothbrushes should be placed in the baskets. <p>K. Zimmerman-Oster said that a basket will be provided to each visitor.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - Campus reserved parking spaces are needed. - A master list should be made of committee chairs and phone numbers. The listing should include the MFA and Strategic Planning members. - Ask the team leader about what to do regarding the transportation. - The SOL Atrium can be used for a Sunday night reception. - The SOA Exhibit Space can be used for a McNichols Campus event. - Umbrellas should be available. 	
13. Adjournment		8/3/06