

**Committee Name:** UDM North Central Steering Committee

**Date:** Tuesday, August 15, 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

**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
<b>1. Call to Order / Announcement / Information Dissemination</b>	<p>Meeting called to order.</p> <p>N. Surma announced that she:</p> <ul style="list-style-type: none"><li>- is leaving UDM to become the Vice President for Mission Integrity for her order's health care system.</li><li>- found 2 Self-Study Executive Summaries from last year's NC meeting. She suggested that it would be a good idea if one was developed for the UDM community.</li></ul> <p>It was decided that an Executive Summary will be distributed to the UDM community before Thanksgiving and early in January.</p> <p>In order to reach students, a <b>Varsity News</b> article and possible insert were discussed for before Thanksgiving and early in January. For accuracy purposes, a press release will be prepared by K. Zimmerman-Oster.</p>	<p>Before Thanksgiving and early in January:</p> <ul style="list-style-type: none"><li>- An Executive Summary will be distributed to the UDM community.</li><li>- Articles will be published in the <b>Varsity News</b>.</li></ul> <p>K. Zimmerman-Oster will prepare a press release for the <b>Varsity News</b>.</p>
<b>2. K. Solomon, NCA-HCL Liaison, Evaluation of the <i>Self-Study</i></b>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"><li>- K. Solomon's e-mail:<ul style="list-style-type: none"><li>- Was sent to both the President and Provost. There has been no response.</li><li>- subtly stated that UDM needs a strategic plan which outlines next steps.</li></ul></li><li>- More exemplars should be attached to the <b>Self-Study</b>.</li><li>- We need to include what was learned from shared governance.</li><li>- The President is aware of what needs to be done in shared governance but he wants to honor the process.</li><li>- A self-study that will move UDM forward is needed.</li><li>- The introduction and ending are lacking. The middle evidentiary section is fine.</li></ul> <p>SC's comments:</p> <ul style="list-style-type: none"><li>- Loyola-Chicago had the power players who could get things done at their NC table.</li><li>- What can we do and how can we get the PC engaged?</li><li>- The visiting team will go to the vice presidents for answers.</li><li>- Benchmarks are needed to tell us where we are.</li><li>- Accredited programs are the best indicators of success.</li><li>- Shared governance has not decided what it has learned yet, that is why they have extended the pilot and the representatives' terms.</li><li>- The NC visit is unfortunate in that it is right in the middle of shared governance.</li><li>- The <b>Self-Study</b>:<ul style="list-style-type: none"><li>- is not a strategic planning document.</li><li>- should recommend the monitoring of the Strategic Plan.</li></ul></li><li>- Our struggle is that we are trying to cover for something that is not there.</li></ul> <p>L. Bossman's comments:</p> <ul style="list-style-type: none"><li>- We must deal with reality. We are in a convergent process. It is going to take time.</li><li>- Today the NC trend is selecting visiting team members from administrative personnel rather than from academics.</li></ul>	<p>Co-chairs should re-read their chapters and add evaluative comments and exemplars. Corrections should be sent to K. Zimmerman-Oster not later than August 22<sup>nd</sup>.</p> <p>PC meeting volunteers are E. Bell, E. Robert-Kirchhoff &amp; J. Baiardi.</p>

SC's comments:

- There is so much information and we do not know where it all fits in.
- Rather than make the corrections that K. Solomon suggests throughout out the whole **Self-Study**, make them in the prologue.
- A statement should be made up front that tells NC what is being done and what needs to be done. Either an executive summary, Cliff Notes or prologue at the beginning of the **Self-Study** or before each chapter. Lay everything out in advance. It should be the first thing they read.
- Convergent process should be replaced by the word "transformation" which is used in our theme.
- Things that are really bothering us should be addressed.
- It is hard for us to adjust the **Self-Study** if we do not know what K. Solomon read.
- We need big picture ideas.

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

<p style="text-align: center;"><b>Key Issues</b></p> <p>Shared Governance Finances / Endowment Strategic Plan - Enrollment New Leadership Assessment</p>
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† Where are we going? †

† What do we need? †

SC's comments:

- There is no vision where UDM is going and what it wants to be.
- Answers need to be gotten from the responsible people.
- The PC should be asked how they want us to represent them.

K. Zimmerman-Oster suggested that a mock site visit be done. Everyone on the PC will have to answer, "What are you doing?" The SC has done the best it could do in writing the **Self-Study**.

SC's comments:

- The PC has to agree to common answers to difficult questions.
- Everything needs to be integrated.
- We need a prologue. What did we learn from this document?
- Let PC write it, they have the answers.
- The SC cannot tell NC where UDM is going.
- PC needs to do finances, enrollment, etc.
- The Chair should talk with the President and tell him of the SC's concerns. He needs to bring the leadership team together and lead.
- K. Solomon's e-mail is the opportunity to address these issues.

K. Zimmerman-Oster

- Today's conversation is needed with the PC tomorrow.
- The ALT should be asked for evaluative suggestions.
- It is important that the ALT see the big picture.
- K. Solomon's e-mail should be shared with the ALT.

SC's comments:

- Asking the President for a meeting creates an urgency.
- K. Solomon's e-mail addresses a vulnerability.
- The President needs to parcel out the key issues to the Vice Presidents.

	<ul style="list-style-type: none"> <li>- There is extreme concern about the endowment. It was \$19 million in 1997 and now it is \$21 million. It has not kept up with inflation. The rule of thumb is that the endowment should be the size of the operating budget, i.e. \$100 million.</li> <li>- Commuter alumni have less loyalty to UDM and do not donate to the endowment as do resident alumni.</li> </ul> <p>When volunteers were requested to attend tomorrow's PC meeting, E. Bell, E. Robert-Kirchhoff &amp; J. Baiardi said that they would attend.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- Each group should look at their chapters and see if they can make a few more evaluative comments. Corrections should be sent to K. Zimmerman-Oster not later than August 22<sup>nd</sup>.</li> <li>- She will go now to see if she can meet with the President and Provost today.</li> </ul>	
<b>3. Resource Room Issues</b>	<p>K. Zimmerman-Oster confirmed that Sakai has been scrapped.</p> <p>K. McLonis' response to questions/comments:</p> <ul style="list-style-type: none"> <li>- Hard copies should be labeled with: <ul style="list-style-type: none"> <li>- The offices they are from.</li> <li>- What they address in the <b>Self-Study</b>.</li> <li>- Whether they are to be destroyed or returned.</li> </ul> </li> <li>- She will send the SC: <ul style="list-style-type: none"> <li>- A template of what hard copies she needs and how they should be labeled.</li> <li>- A monthly updated grid of what she has.</li> </ul> </li> </ul>	
<b>4. Solutions to Hot Link problem</b>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- She has the resource documents for Chapters 1, 2, 4 and 5. L. Bossman said that he sent Chapter 3 through the campus mail.</li> <li>- URL's are to be eliminated.</li> <li>- The first time something is used in a chapter the full name should be used with the acronym. After that, only the acronym need be used.</li> </ul>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- URL's are to be eliminated.</li> <li>- The first time something is used in a chapter the full name should be used with the acronym. After that, only the acronym need be used.</li> </ul>
<b>5. August Meetings</b>		<p>Upcoming Meetings - 119 C&amp;F</p> <ul style="list-style-type: none"> <li>- Tuesday, August 29, 9:00 a.m. - 12:00 n</li> </ul> <p>Upcoming Presentations</p> <ul style="list-style-type: none"> <li>- PC - Wednesday, August 16</li> <li>- ALT - Thursday, August 17</li> <li>- Convocation - Friday, August 18</li> </ul>
<b>6. Adjournment</b>		8/18/06