

Committee Name: UDM North Central Steering Committee

Date: Tuesday, September 19, 2006

Present: J. Baiardi, E. Bell, L. Bossman, K. Caprio, V. Dicks, S. LaGrassa, E. Roberts-Kirchhoff, J. Thomson, M. Williams, S. Wilson, P. Zarkowski & K. Zimmerman-Oster

Location: 119 C&F

Handout: UDM Institutional Self-Study - Preamble, Introduction, & Criterion One

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Self-Study - Final Draft	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- Since the Self-Study will be less expensive than anticipated, color can be used.- There is still time to make some minor changes. <p>SC's comments on form and style:</p> <p>Cover</p> <ul style="list-style-type: none">- The pictures do not show enough diversity and are too busy.- A different view of campus is needed, remove the dead trees.- Move the cover photographs elsewhere.- Move the clock tower photograph on p. 3 elsewhere.- Use photograph on p. 21 on p. 1. Add people.- The cover picture needs to be of something significant like Celebrate Spirit or a graduation picture.- Pictures should focus on people interacting. <p>It was unanimously agreed to remove the pictures of people on the front cover.</p> <p>Preamble - ps. 1 - 8</p> <ul style="list-style-type: none">- More pages should have summary points.- Since there are still many typographical errors, the document must not have been proofread.- The Preamble is historical, not visionary. <p>Introductions - ps. 9 - 20</p> <ul style="list-style-type: none">- The organizational chart is incorrect. International Services and Health Service should be placed under Dean of Students. <p>Criterion One - ps. 21 - 45</p> <ul style="list-style-type: none">- All of the Criteria pages need to be consistent.- p. 38 - The Σ symbols needs to be removed.- p. 25 - Like Table 1-2, a note is needed at the bottom of Table 1-1 to explain the minority percentage decrease.- p. 36 - Commas and periods should be placed inside the parenthesis.- Headers should be moved to the outside of the pages.- The center margin needed to be wide enough for the binding. <p>K. Zimmerman-Oster indicated that she will convey the SC's comments to L. Patterson.</p>	<p>K. Zimmerman-Oster will convey the SC's comments to L. Patterson.</p>
3. Mock Visit	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none">- She sent K. Solomon an e-mail regarding a mock visit. K. Solomon's response was read.- The SOD and SOL have done mock visits that were beneficial.- A mock visit would be beneficial for our new administration.- The SC needs to get someone with broad national experience to come in and ask the tough questions.	<p>K. Zimmerman-Oster:</p> <ul style="list-style-type: none">- Plans to discuss the mock visit with the President and Provost.- Will share K. Solomon's list with the SC. <p>The SC role is to recommend a mock visitor to the President.</p>

	<ul style="list-style-type: none"> - She plans to discuss the mock visit with the President and Provost when they are available. - She will share K. Solomon's list with the SC. - The SC role is to recommend a mock visit to the President. <p>Comments:</p> <ul style="list-style-type: none"> - There are concerns about how the President and Vice Presidents are going to answer the hard questions raised by the Self Study, mainly that UDM has the same problems now that were mentioned in the last Self Study. - The mock visitor needs to talk separately with the President and Vice Presidents and meet with the key Shared Governance chairs. Everyone needs to be consistent and refer to the same concepts with the same language, e.g., the Five Year Plan and how does the Self-Study relate to the Strategic Plan. - After a mock visit the SOL had time to rewrite their Self-Study to include competencies. The mock visit was a good coaching exercise. - The e-mail from K. Solomon was a warning. We need a tough visitor. - The SC needs to come up with the top 10 or 20 questions that go the heart of the matter. - Do not call it a mock visit; call the visitor a consultant coach. - If we cannot find the money then have a consultant read the Self-Study and outline its strength and weaknesses. Then have a phone interview. <p>L. Bossman stated that neither UDM nor UD has had a mock visit for NC before.</p>	
<p>4. Brainstorming Questions</p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - We have the 6 questions from the last meeting. (Questions to be used in coaching the ALT/PC: <ul style="list-style-type: none"> - 1. What 5 things did you learn from the Self-Study? - 2. How does the Self-Study influence your decision making? - 3. How do you see this document being used after this visit? - 4. Why are the weaknesses listed last time still weaknesses? - 5. What are we going to do about them? - 6. Do we have a unified plan to address them?) <p>Other questions:</p> <ul style="list-style-type: none"> - Compare what you said in the Self-Study to your plan to address enrollment? What marketing and recruiting strategies are you using to grow the full-time and stabilize the part-time enrollment? Are you meeting your enrollment targets? Are you still optimistic? How are you adjusting your strategy? If your primary goal is to recruit full-time students, where are you putting your resources? - What is the academic vision? - Other questions should address facilities and Libraries issues. - How are you going to accomplish all of your great plans? <p>UDMPU Issues:</p> <ul style="list-style-type: none"> - Lack of hiring. - Travel support monies. - Research support. - Tenure track vs. adjunct complaints. - The English, history, communications studies and the African-American Studies Certificate programs cannot develop because of a lack of faculty. - If the faculty are only teaching support courses for other programs, how are they going to develop programs to nurture their majors? - There are no office spaces for adjuncts. 	<p>K. Zimmerman-Oster will try to formulate a list of questions.</p>

	<p>Student Issues:</p> <ul style="list-style-type: none"> - Diversity. - Safety. - A Multicultural Affairs Office could help with retention activities and it would be a visible sign of the different cultures on campus. Currently there is a lack of meeting and hanging out space for different cultural groups. - Recreation Center. - 24/7 access to computer study rooms. - While a strength is that the students are satisfied with teaching and learning, they are concerned about the teaching and learning environment. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The PC needs to be aware of the faculty questions. - She will try to get the questions together. <p>Comment:</p> <ul style="list-style-type: none"> - The President and Provost should handle the Board of Trustees. 	
5. What People Need to Know	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She is: <ul style="list-style-type: none"> - perplexed about doing an Executive Summary and how to write it. The SC needs to ask people what they want to hear from the SC. It was noted that neither the SOD nor SOL did an Executive Summary. - leaning towards writing separate "What Do You Need to Know?" documents for the faculty, student and staff. It was suggested that the 4 cross-cutting themes, i.e., the future-oriented, learning-focused, connected and the distinctive organization, be addressed. - Everyone needs to read the Criteria's Lessons Learned and Recommendations. - The UDM community needs to be diplomatic and use constructive criticism. 	
6. Student Participation	<p>K. Zimmerman-Oster stated that students who will participate in the NC process need preparation and should read the Criteria Lessons Learned and Recommendations.</p>	
7. Homework Assignments	<p>Homework Assignments:</p> <ul style="list-style-type: none"> - Come up with a list of "What do You Need to Know" questions? - Review The Higher Learning Commission's Handbook of Accreditation <ul style="list-style-type: none"> - Chapter 5: Maintaining Accreditation Status through the Program to Evaluate and Advance Quality (PEAQ) <ul style="list-style-type: none"> - 5.2-6 Hallmarks of an Effective Self-Study Report - 5.4-3 Preparing for the Visit <p>K. Zimmerman-Oster will highlight the Handbooks areas when she meets with the President and Provost.</p>	<p>K. Zimmerman-Oster will highlight the Handbook areas when she meets with the President and Provost.</p> <p>The SC will do its homework assignments for the next meeting.</p>
8. Upcoming Meetings		<p>Upcoming Meetings - 119 C&F</p> <ul style="list-style-type: none"> - Thursday, October 5 - 2:00 - 4:00 p.m. <ul style="list-style-type: none"> - What do you need to know questions? - Review of 5.2-6 and 5.4-3 - Thursday, October 19 - 2:00 - 4:00 p.m. <ul style="list-style-type: none"> - Resource Room
9. Adjournment		9/25/06