

Committee Name: UDM North Central Steering Committee

Date: Tuesday, October 5, 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: North Central Steering Committee - Visit Preparation, October 2006

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Review of meeting with Fr. and Barbara	K. Zimmerman-Oster's comments: <ul style="list-style-type: none">- The meeting was postponed and has not yet been rescheduled.- She has been invited to give a presentation at the October 27th Board of Trustees Academic Affairs Subcommittee meeting.	
3. Mock Visit	K. Zimmerman-Oster's comments: <ul style="list-style-type: none">- She:<ul style="list-style-type: none">- has run into some road blocks with the consultant visit.- is following up some promising leads to find a consultant.- will checkout the selection with K. Solomon.- The person she is considering is familiar with the new NC criteria.- The budget has not yet been approved. More specific information is needed for B. Schirmer.- The CLAE Dean has requested a meeting with the consultant. She lauds the Dean for taking a leadership role for his college. L. Bossman cautioned that a financial person should not be selected since they are unfamiliar with university's structure, processes and faculty issues. SC's comments: <ul style="list-style-type: none">- It would be better use of the Deans' time to make sure their offices are in order, i.e., having faculty resumes and course syllabi on file.- Since most of the CLAE programs do not have accreditation, the CLAE Dean may be trying to impress his faculty with the importance of the NC visit.- A consultant from a competitive institution should not be used. K. Zimmerman-Oster's comments: <ul style="list-style-type: none">- If a mock visit does not happen, she, V. Dicks and E. Bell may meet with the CLAE leadership team.- She will meet with B. Schirmer to get budget approval. K. Zimmerman-Oster's comments: <ul style="list-style-type: none">- The consultant should:<ul style="list-style-type: none">- meet with her first.- have an exit visit with the SC.- visit UDM with an untainted eye.- accept the Self-Study as is and help prepare us for the visit.- submit their Self-Study feedback by October 25 and visit in November.- provide the PC and ALT with a wake-up call.	
4. Self-Study - Final Draft	K. Zimmerman-Oster's comments/response to questions: <ul style="list-style-type: none">- L. Patterson has hired an editor that will do the design and formatting work.- Because digital printing will only take 10 days, which is much less than the original estimate, changes can be made up to the end of the month.- She is meeting with L. Patterson on Monday at 2:00 p.m. SC members should	Zimmerman-Oster will notify L. Patterson that the SC would like to see the Self-Study one more time before it is printed.

- remain close to their phones at that time in case there are specific questions.
- She will notify L. Patterson that the SC would like to see the **Self-Study** one more time before it is printed.

SC's comments:

- Fr. Stockhausen and B. Schirmer should have an opportunity to see the **Self-Study** one more time.
- A lot of corrections still need to be made.

K. Zimmerman-Oster remarked that she ballparks the number of copies needed at 200. (Subsequent inquiry indicate that 130 printed copies were ordered in 1997.)

The SC was polled as to the number of **Self-Studies** needed:

<u>Hard Copies</u>		<u>CDs</u>	
NC Visiting Team	- 7		
NC SC	- 12		
ALT	- 11		
PC	- 8		
Board of Trustees - including the Academic Affairs Subcommittee	- 36		
MFA Executive Board	- 5	Full MFA	- 30
UDMPU Officers	- 6	UDMPU Board	- 10
Libraries	- 6	McNichols Library	- 3
Archives	- 1		
Student Senate Executive Board	- 7		
Fr. Staudenmaier	- 1		
Fr. Wright	- 1		
Monica Barbour	- 1		
	102		43

The final draft of the **Self-Study** will also be posted on the web.

Key Issues Update

SC's comments:

- The final draft is not the end of the line. There needs to be a 6 month key issues update that covers the period between last June and when the visiting team arrive in January.
- Ask for a 2 - 3 paragraph update from the MFA and the Vice Presidents.
Information can be requested through:
 - C. Weisfeld for the MFA's committees and task forces from the chairs.
 - B. Schirmer for the MFA's teams from the Vice Presidents.
- The question, where are we at this point in time, needs to be answered.
- Many of the MFA's committees, task forces and teams' minutes are on-line.
- A key issues update:
 - is needed on strategic planning, assessment, shared governance, core curriculum, finances and enrollment.
 - will be good preparation for the ALT and PC.
 - should be done in early January.
- It would be great if the Shared Governance faculty vote was positive.
- The MFA should be warned now that a summary update will be needed. A reminder should be sent in December that the deadline is January 7.
- LDI and Mission & Identity should be included in the update.

Fr. Stockhausen and B. Schirmer should have an opportunity to see the **Self-Study** one more time.

There needs to be a 6 month key issues update that covers the period between last June and when the visiting team arrives in January.

	<ul style="list-style-type: none"> - Find out if another printing run at a later date will cost extra? - WSU has an icon on their webpage. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The key issues update may need a preamble from the President. - The Self-Study should impact decision making. 	
<p>5. Brainstorming Questions</p>		
<p>6. What People Need to Know</p>	<p>K. Zimmerman-Oster distributed and reviewed North Central Steering Committee – Visit Preparation, October 2006.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Loyola-Chicago distributed an executive summary, talking points and Self-Study. - The handout could be given to the PC and ALT as part of their preparation before the consultant comes. - Who should it go to and when? - More questions should be asked. - The PC needs to know what the SC is concerned about. <p>SC's comments:</p> <ul style="list-style-type: none"> - The document should not be shared with the consultant If we want an objective outside view. - Questions suggested: <ul style="list-style-type: none"> - How do you expect UDM to recruit out-of-state given the present conditions of the dorms? - What are the characteristics of the projected student enrollment? - How do you counteract being located in an economically depressed area? - How do you deal with the image of Detroit, i.e., safety and racism? - What are your strategies in dealing with the visiting team? - What are you doing to provide student life with resources? - How are you going to recruit RSMs? - Questions for the Board of Trustees need to come from the PC. - Faculty and students are concerned about the diminished variety of course offerings. <p>SC's comments:</p> <ul style="list-style-type: none"> - The document is too rough to send out. It should be reordered, carefully crafted and forwarded to B. Schirmer. A lot of it is old news. - Information should be gathered on faculty and UDMPU issues and on the quality of the environment. - The staff and administration are not mentioned. - Broad issues which will come up need to be identified. - The SC needs to pass the buck upward. The PC and ALT must take ownership of the document. - Have each dean write one question from their perspective. - The issues should be placed in priority order. <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - She will: <ul style="list-style-type: none"> - completely revise the draft doing away with the top part. - work on what people need to know and how people need to prepare, i.e., be available, have vitae and syllabi. - Request additional questions from the SC as soon as possible. 	<p>Questions for the Board of Trustees need to come from the PC.</p> <p>The Visit Preparation document should be reordered, carefully crafted and forwarded to B. Schirmer.</p> <p>The PC and ALT must take ownership of the document.</p> <p>K. Zimmerman-Oster will completely revise the draft.</p>

7. Review of Handbook of Accreditation - 5.2-6 & 5.4-3	K. Zimmerman-Oster reviewed the pertinent information in 5.2.6 and 5.4.3 and said that she would give copies to Fr. Stockhausen & B. Schirmer.	K. Zimmerman-Oster will give copies of 5.2 and 5.4 to Fr. Stockhausen & B. Schirmer.
8. Resource Room Issues		
9. Student Participation	M. Williams stated that posting a \$5/day ad on www. MySpace.com. would attract students. The ad could have the date of the visit and some talking points.	
10. Outstanding Issues		
11. Review Time Line		
12. Other Issues	<p>Visiting Team K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none"> - Will alert Housekeeping/Facilities Operations of the visit dates. - The visiting team members' names have been distributed. - Fr. Stockhausen wants all visiting team chair communications to go through him. Logistically it makes sense for the visiting team chair to contact her. <p>To Do</p> <ul style="list-style-type: none"> - Meet with the Varsity News. - Arrange for third party comments. 	<p>All visiting team chair communications to go through Fr. Stockhausen.</p> <p>Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - meet with the Varsity News staff. - arrange for third party comments.
13. Upcoming Meetings		<p>Thursday, 2:00 - 4:00 p.m., 119 C&F</p> <ul style="list-style-type: none"> - October 19 - Topic - Resource Room - November 2 - November 16
14. Adjournment		
		10/10/06