

Committee Name: UDM North Central Steering Committee
Date: Tuesday, October 19, 2006
Present: E. Bell, K. Caprio, V. Dicks, S. LaGrassa, E. Roberts-Kirchhoff, J. Thomson, M. Williams, S. Wilson, & K. Zimmerman-Oster
Absent: J. Baiardi, L. Bossman & P. Zarkowski
Guest: K. McLonis
Location: 119 C&F
Handout: Draft - Mini-Mock Visit Schedule for Monday, November 13, 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 stated that she met with Dr. Schirmer. See meeting comments under the Agenda Items 3. and 4. Fr. Stockhausen was not available for the meeting.	
3. Mock Visit – Scheduled for 11/13	<p>K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none"> - When Dr. Schirmer was asked about the external consultants, she said it was K. Zimmerman-Oster's decision. - Dr. Bart Merkle, one of the external consultants, indicated that the visit would be gratis. He will be accompanied by his assistant Dr. Jane Toots. Both are from Grand Valley State University. - The consultants will arrive in the Detroit area late Sunday and visit the campus on Monday, November 13th. - K. Solomon gave glowing references for Drs. Merkle and Toots. - Fr. Stockhausen is unavailable for the November 13th meeting. He will be available for a telephone interview with the consultants on Tuesday. <p>SC's comments:</p> <ul style="list-style-type: none"> - The mock visit must be taken seriously. - Since the consultants' visit is gratis, they should stay in a motel rather than the McGovern Center. <p>K. Zimmerman-Oster distributed and reviewed her Draft - Mini-Mock Visit Schedule for Monday, November 13, 2006.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - More time needs to be spent with the MFA Board. - Perhaps it would be better to schedule the meetings around pertinent issues, i.e., assessment, physical facilities, finance, etc. - The consultants should spend time with each of the Vice Presidents. - The consultants should make an unbiased appraisal of the situation. - Ask the consultants: <ul style="list-style-type: none"> - who they want to see. - where they want to stay. <p>K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none"> - Other than her 10/18 e-mail to the ALT and PC, no one else has been notified. - The consultants will write a report. - She will debrief the ALT and PC about the mock visit. <p>K. Zimmerman-Oster:</p> <ul style="list-style-type: none"> - asked for and received the SC's support to invite the mock team to visit campus. - will arrange the meetings and agenda based on the input of today's meeting. 	<p>The consultants will visit UDM on Monday, November 13th.</p> <p>K. Zimmerman-Oster will arrange the mock visit agenda and meetings based on the input of today's meeting.</p> <p>The SC supported K. Zimmerman-Oster's request to invite a mock team to visit campus</p>

<p>4. Self-Study - Final Draft</p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - No critical comments were received from either the President or the Provost. - She met with Dr. Schirmer and Ms. Patterson and gave them the NC Handbook information about the Self-Study. - When asked about some decisions, Dr. Schirmer referred her back to the NCSC. - The draft, which should be available next week, will be shared with the PC. Hopefully it will motivate them to action. - Feedback is needed by October 31. 	
<p>5. Questions for PC/ALT</p>	<p>K. Zimmerman-Oster's goal is to meet with the ALT, PC &/or ALT/PC in November or December to de-brief them on the mock visit and discuss themes. She will arrange the schedule and let the SC know.</p>	<p>K. Zimmerman-Oster will arrange an ALT &/or PC meeting in November or December to de-brief them on the mock visit and discuss themes. She will arrange the schedule and let the SC know.</p>
<p>6. What People Need to Know</p>	<p>K. Zimmerman-Oster is looking into doing a briefing document similar to what the University of Kansas published. It contains a thumbnail sketch of their Self-Study.</p>	
<p>7. Meetings with Stakeholders in January</p>	<p>-</p>	
<p>8. Resource Room Issues</p>	<p>K. McLonis' comments:</p> <ul style="list-style-type: none"> - A library space has been designated as the NC Gathering Room. - She has the list of materials that were gathered for the 1997 visit. - Tangible documents should be given to her. Her office hours are 9:00 - 5:00. - It would be helpful if each document was labeled which criterion it addresses. - All documents are needed by Thanksgiving. <p>K. Zimmerman-Oster reviewed the packet of materials which pertained to the 1997 campus visit given to her by J. Thomson. The 1997 NC site visit team was sent the:</p> <ul style="list-style-type: none"> - Self-Study - Academic Assessment Plan - Undergraduate Catalog - Student Handbook - Graduate Catalog - School of Law Bulletin & Student Handbook - School of Dentistry Bulletin & Student Handbook - Audits - 3 previous years - Video - <i>A University Whose Time Has Come</i> - President's Convocation Program, August 1996. <p>- They also received a hard copy of an Administrative Directory. (E. Bell said that the Academic Affairs Office student assistant will update the Directory.)</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Arrangements needed for the NC campus visit site office in 119 C&F are: <ul style="list-style-type: none"> - Laptop commuters - notebook weight with carrying case. <ul style="list-style-type: none"> - She talked with E. Tracy after the last Town Hall meeting regarding laptops. - Computer printer - Housekeeping - Food Service - beverage service - Security - extra keys - Telephones - Room confidentiality - Staff help - She will talk with Dr. Schirmer. <p>The SC suggested that all requests be put in writing.</p>	<p>All documents are needed by Thanksgiving.</p>

<p>9. Student Participation</p>	<p>V. Dicks mentioned that while the Varsity News is usually published every 2 weeks, Thanksgiving alters the schedule. Upcoming issues are October 25, November 8 and one in December. Publication will stop in mid-December for final examinations. The advisor, Professor Craig Farrand, can be dealt with directly.</p> <p>K. Zimmerman-Oster said that a parking lot issue is, how do we get students involved?</p> <p>M. Williams said that she will identify 12 students for the January visit.</p>	<p>M. Williams said that she will identify 12 students for the January visit.</p>
<p>10. 6-month Update reports</p>	<p>The SC's comments on the 6 Month Update Report should be requested from:</p> <ul style="list-style-type: none"> - V. Abatemarco - financial ratios. - M. Joseph - Fall enrollment and how it impacts the present situation. - A. Kerrigan - campaign. - Dean Gordon will be asked to do the Shared Governance piece. 	
<p>11. Review Time Line</p>	<p>-</p>	
<p>12. Other Issues</p>	<p>Strategic Plan</p> <p>K. Zimmerman-Oster explained the SP process. Her meeting with Dr. Schirmer after the strategic planning meeting went well. The ALT and PC are working together on the strategic planning process which is moving forward, has good consultants and is on the fast track. The Strategic Planning Team, composed of V. Abatemarco and Deans Vogel, McGriff and Gordon, will get the ALT/PC strategic plan. The ALT is also working on the academic strategic plan.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - SC members expressed frustration over the lack of a Strategic Plan and dealing with financial problems noted in the last Self-Study. - The SC needs to: <ul style="list-style-type: none"> - keep the strategic plan in front of the President and Provost. - make sure it completely fulfills its charge. <p>NC Visit</p> <p>K. Zimmerman-Oster said she will ask the President and Provost to come to an SC meeting.</p> <p>SC's comments:</p> <ul style="list-style-type: none"> - The SC expressed frustration regarding the NC campus visit. It was noted that, when the NC visiting team gets here, the SC will have an ethical dilemma regarding individuals being truthful and being good ambassadors of UDM. - The mock visit may help solve some of the concerns that the SC has. - K. Solomon's letter initiated the President and Provost to action, hopefully the mock visit will do the same thing. If not, than the SC will have to address the issue. - The faculty should be encouraged to read Chapter Two and ask questions at a Town Hall meeting. - Let the mock visit consultants come with a clean slate. - The SC has done its job. - Concerns were expressed over communication and leadership. - Perhaps the SC's frustrations are due to it being too close to the Self-Study. - The SC needs to be concerned about its own burnout. - UDM is doing some fantastic things. We need to talk about all of the good things that are going on. - The SC's job is to tell people what is happening where and when. 	<p>K. Zimmerman-Oster will:</p> <ul style="list-style-type: none"> - share the names of the visiting team with the SC. - will ask Fr. Stockhausen and Dr. Schirmer to come to an SC meeting. <p>The SC needs to:</p> <ul style="list-style-type: none"> - keep the strategic plan in front of the President and Provost. - make sure it completely fulfills its charge.

	<p>K. Zimmerman-Oster, referring to some document given to her by Mr. Thomson, indicated that, at the last NC visit, there was a summary of themes:</p> <ul style="list-style-type: none"> I. Clarity & Ownership of Mission and Purpose II. Progress To Date in Meeting Purposes III. Evidence of Team Work and Cooperation IV. Challenges for the Future V. Confidence in the Future. <p>K. Zimmerman-Oster said that she has been notified of a change in the visiting team's membership. She will share the visiting team's names with the SC.</p>	
13. Upcoming Meetings	It was decided to wait to schedule the December meetings.	Thursday, 2:00 - 4:00 p.m., 119 C&F - November 2 - November 16
14. Adjournment		
		10/25/06