

Committee Name: UDM North Central Steering Committee
Date: Thursday, November 2, 2006
Present: J. Baiardi, K. Caprio, V. Dicks, E. Roberts-Kirchhoff, J. Thomson, M. Williams, S. Wilson, & K. Zimmerman-Oster
Absent: E. Bell, L. Bossman, S. LaGrassa & P. Zarkowski
Guest: K. McLonis
Location: 119 C&F
Handout: Draft - Mini-Mock Visit Schedule, Preparation for Comprehensive Visit, Board of Trustees Academic Affairs Subcommittee Handout
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action																																								
1. Call to Order	Meeting called to order.																																									
2. Self-Study - FINAL Draft and Feedback from Mock Visitors (Strategic Plan, Assessment and Evaluative Statements)	<p>Final Draft The SC noted the following errors: - inconsistent headings for Criteria Two, Three, Four and Five. - colon inconsistencies in Chapter Two. - type inconsistencies in 2.a. and 2.b. - colon additions on p. 157.</p> <p>Mock Visitors K. Zimmerman-Oster's comments: - Strategic plan, assessment and evaluative statements feedback is needed. - The visitors should be asked about cross-cutting themes.</p> <p>It was decided that K. Zimmerman-Oster and one other SC member should attend all of the scheduled events so that they could get a sense of what preparation was being done. Below is the schedule with the room locations and the SC member accompanying K. Zimmerman-Oster added:</p> <p style="text-align: center;">Mini-Mock Visit Schedule - Monday, November 13, 2006</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">8:30 - 9:00</td> <td style="width: 40%;">Meet with Kathleen Zimmerman-Oster</td> <td style="width: 20%;">Board Room</td> <td style="width: 25%;">K. Caprio</td> </tr> <tr> <td>9:00 - 10:30</td> <td>Meet with PC</td> <td>Board Room</td> <td>K. Caprio</td> </tr> <tr> <td>10:30 - 12:00</td> <td>Meet with ALT</td> <td>131 E</td> <td>J. Baiardi</td> </tr> <tr> <td>12:00 - 1:00</td> <td>Lunch with Barbara Schirmer</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Aldo Colandrea Room, SOA</td> <td>S. LaGrassa</td> </tr> <tr> <td>1:00 - 1:30</td> <td>Meet with MFA Board</td> <td>110 CHP</td> <td>V. Dicks</td> </tr> <tr> <td>1:30 - 2:00</td> <td>Meet with Dean of CLAE</td> <td>242 Briggs</td> <td>V. Dicks</td> </tr> <tr> <td>2:00 - 2:30</td> <td>Meet with Students</td> <td>(TBA - Student Union)</td> <td>M. Williams</td> </tr> <tr> <td>2:30 - 3:30</td> <td>Q & A Steering Committee</td> <td>119 C&F</td> <td>NCSC</td> </tr> <tr> <td>3:30</td> <td>Depart UDM</td> <td></td> <td></td> </tr> </table> <p>M. Williams will contact the Student Government Executive Board plus some other campus leaders in the hopes of getting 5-6 students.</p> <p>K. Zimmerman-Oster said that she will: - make the lunch arrangements. - prepare a final draft of the agenda with SC members' names and room locations. - do a third party comments press release.</p>	8:30 - 9:00	Meet with Kathleen Zimmerman-Oster	Board Room	K. Caprio	9:00 - 10:30	Meet with PC	Board Room	K. Caprio	10:30 - 12:00	Meet with ALT	131 E	J. Baiardi	12:00 - 1:00	Lunch with Barbara Schirmer					Aldo Colandrea Room, SOA	S. LaGrassa	1:00 - 1:30	Meet with MFA Board	110 CHP	V. Dicks	1:30 - 2:00	Meet with Dean of CLAE	242 Briggs	V. Dicks	2:00 - 2:30	Meet with Students	(TBA - Student Union)	M. Williams	2:30 - 3:30	Q & A Steering Committee	119 C&F	NCSC	3:30	Depart UDM			<p>M. Williams will contact the Student Government Executive Board plus some other campus leaders for the mock visit meeting.</p> <p>J. Thomson will reserve 2 guest rooms at the Westin Hotel in Southfield.</p>
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3. Logistics for Mock Visit – Scheduled for 11/13	It was determined that the mock visitors, Dr. Bart Merkle and Dr. Jane Toots, will stay at the Westin Hotel in Southfield. J. Thomson will make the arrangements.																																									
4. Proposal for Reception on Sunday of January visit	<p>K. Zimmerman-Oster mentioned that E. Yousey said that the Sunday Reception should be in the PDR. E. Yousey will plan the event.</p> <p>It was suggested that, besides the reception and dinner in the PDR or Fountain Lounge, the SC pick their top choices and present them with a list of advantages and disadvantages to the President. The SC's choices were:</p>	E. Yousey will plan Sunday's Reception.																																								

	<ol style="list-style-type: none"> 1. Reception in the SOA Exhibit Space, dinner in the PDR. 2. Reception and dinner in the SOL Atrium. 3. Reception and dinner at a restaurant near or in the visiting teams hotel. <p>After discussion, the SC identified the following possible participants:</p> <ul style="list-style-type: none"> - Board of Trustees Executive Board - PC - ALT - NCSC - NC Visiting Team / approximately 42 individuals - Student Ambassadors? 	
5. Questions for PC/ALT and meetings in December	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Given the joint work of the ALT/PC on the strategic plan, a joint meeting would be more beneficial than separate meetings. She will ask the President about a joint ALT/PC meeting on December 6th to discuss: <ul style="list-style-type: none"> - the mock site visit. - distribution of the Self-Study document. - preparation for the comprehensive visit. - A brief strategic plan status report is needed. - For the 1997 visit, the PC and ALT developed key themes that they believed emerged from their read of the Self-Study. 	K. Zimmerman-Oster will ask the President about a joint ALT/PC meeting on December 6 th .
6. What People Need to Know – Pumping up the positive	<p>K. Zimmerman-Oster:</p> <ul style="list-style-type: none"> - Passed around examples of "What you need to know..." from Central Missouri State University and Paradise Community College. She proposed publishing a piece that will incorporate information from both pamphlets. - Suggested that something needs to be done to pump up the UDM community prior to the NC visit. - Facilities Operations will be contacted regarding checking the campus banners, lights and campus beautification. - Asked the SC members to review their notes from last year's NCA annual meeting and get in touch with her about any ideas. 	K. Zimmerman-Oster asked the SC members to review their notes from last year's NCA annual meeting and get in touch with her about any ideas.
7. Stakeholders Meetings in January	-	
8. Resource Room Issues	<p>K. Zimmerman-Oster distributed and reviewed her Preparation for Comprehensive Visit table.</p> <p>It was suggested that telephones, housekeeping, security, photocopy and fax machines be added to the list.</p> <p>K. Zimmerman-Oster reviewed Chapter 8 "Relations with External Stakeholder" in the Handbook of Accreditation.</p> <p>Information which should be available in the Resource Room:</p> <ul style="list-style-type: none"> - grievance policies - see 8.2-4. M. Williams will find out where the various files are located. - advertising and recruitment materials. - "Federal Compliance Visits to Off-campus Locations." See 8.2-3. J. Baiardi will check with E. Bell about off-campus locations. 	<p>K. Zimmerman-Oster will revise her Preparation for Comprehensive Visit table.</p> <p>M. Williams will find out where grievances are located.</p> <p>J. Baiardi will check with E. Bell about off-campus locations.</p>
9. Student Participation	-	
10. 6-month Update reports	K. Zimmerman-Oster said that, when she sent her memo to the PC, there was little reaction to the 6 month update report.	
11. Review Time Line	-	

<p>12. Other Issues</p>	<p>NCA Campus Visit K. Zimmerman-Oster noted that part of the NC Team visit is to find out if we are who we say we are.</p> <p>J. Thomson's comments:</p> <ul style="list-style-type: none"> - The Board Room, PDR, 5th Floor Conference Room and E131 have been reserved. - Subcommittees should be considered for hospitality, hotels, meals, making individual visit team members schedules, local transportation and travel arrangements. - Each visitor might be assigned an escort. <p>After discussion it was determined that:</p> <ul style="list-style-type: none"> - The visiting team will stay at the Detroit Marriott Courtyard on Jefferson. J. Thomson will reserve 7 guest rooms and a meeting room. - K. Zimmerman-Oster would make arrangements for gift baskets filled with Michigan and Detroit products. - Possible CDs to be sent to the visiting team: <ul style="list-style-type: none"> - Student Handbook - Undergraduate Catalogs - Graduate Catalogs. <p>The complexity of coordinating all of the arrangements was discussed. Since the secretary to the Provost will be on a six week medical leave starting in early December, it was decided that K. Zimmerman-Oster would approach B. Schirmer to request the designation of another staff person to:</p> <ul style="list-style-type: none"> - Coordinate the visiting team transportation. It was suggested that metro cars be used for airport transportation. - Make schedule arrangements. - Make meal arrangements. <p>A SC member suggested that one coordinator is needed so that we do not have 4 different people calling each visitor.</p> <p>Board of Trustees Academic Affairs Subcommittee Meeting K. Zimmerman-Oster mentioned that she attended last Friday's Board of Trustees Academic Affairs Subcommittee meeting to report on NC. She distributed the hand out she used.</p>	<p>J. Thomson will reserve 7 guest rooms and a meeting room at the Detroit Marriott Courtyard on Jefferson.</p> <p>K. Zimmerman-Oster will approach B. Schirmer and ask for another staff member.</p>
<p>13. Upcoming Meetings</p>	<p>K. Zimmerman-Oster:</p> <ul style="list-style-type: none"> - The November 16th meeting agenda should address cross-cutting themes. - The SC should look at the cross cutting themes in the Handbook of Accreditation. - The mock visitors should be asked about the cross-cutting themes. 	<p>The SC should look at the cross cutting themes in the Handbook of Accreditation</p> <p>Thursday, 2:00 - 4:00 p.m., 119 C&F</p> <ul style="list-style-type: none"> - November 16 - Cross-cutting Themes - November 30 - December 7 <p>POSSIBLE ALT/PC MEETING</p> <ul style="list-style-type: none"> - 12/6 OR PC 12/13 AND ALT 12/14
<p>14. Adjournment</p>		<p style="text-align: right;">11/8/06</p>