

Committee Name: UDM North Central Steering Committee
Date: Thursday, November 16, 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
Guest: K. McLonis
Location: 119 C&F
Handout: Looking Beyond the Self-Study: Focusing on Institutional Change, Beyond the Self-Study: Focusing on Institutional Change & Preparation for a Campus Visit
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action																		
1. Call to Order	Meeting called to order.																			
2. Self-Study - FINAL Draft – preparation for mailing with other required documents and “Institutional Snapshot” and Cover/Transmittal Letter	<p>Final Draft</p> <p>K. Zimmerman-Oster's comments/response to questions:</p> <ul style="list-style-type: none"> - The final version of the Self-Study may be done. The delivery date is the Wednesday before Thanksgiving. - On p. 3 of the Self-Study it states "Please Note: Chapter by chapter parenthetical notations (e.g.-1a.9) for all resource documents are provided following each referenced documents within the text of the Self-Study Report." Every parentheses should be backed up with a paper copy. - Additional evaluative data documents will be listed in an addendum and placed in a labeled binder in the Resource Room. - There should be road maps to major websites. <p>K. McLonis said that she would cross reference the parentheses in the Resource Room's copy of the Self-Study so as to direct the visitors to available evidentiary data.</p> <p>K. Zimmerman-Oster asked each chapter co-chair to:</p> <ul style="list-style-type: none"> - look at their chapters and see what additional evidence is needed. The comments should be directed to the 8 flagged areas listed in #3 Mock Visit Debriefing below. - get the additional evaluative information to K. McLonis. <p>Mail Preparation</p> <p>Upon review of the Handbook of Accreditation (5.4-5) it was determined that the following will be sent to the commission staff liaison and visiting team members:</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"><u>Responsible Person</u></td> </tr> <tr> <td>- Self-Study</td> <td style="text-align: right;">- K. Zimmerman-Oster</td> </tr> <tr> <td>- Fr. Stockhausen's cover letter</td> <td style="text-align: right;">- K. Zimmerman-Oster</td> </tr> <tr> <td>- Last 2 annual financial audits</td> <td style="text-align: right;">- E. Bell</td> </tr> <tr> <td>- Institutional snapshot</td> <td style="text-align: right;">- E. Bell</td> </tr> <tr> <td>- Undergraduate Catalog</td> <td></td> </tr> <tr> <td>- Graduate Catalog</td> <td style="text-align: right;">} - J. Thomson</td> </tr> <tr> <td>- UDMPU Contract</td> <td></td> </tr> <tr> <td>- Student Handbook</td> <td style="text-align: right;">- M. Williams</td> </tr> </table> <p>12 copies of each document will be needed.</p> <p>At 3:00 p.m. on Tuesday, November 28, E. Bell, J. Thomson, P. Wittmer and K. Zimmerman-Oster will meet to assemble the NC Visiting Team mailing. The mailing should be Fed-Exed to the members' home address if it is available. A return signature request should be made.</p> <p>K. Zimmerman-Oster said that the Assessment Team should be asked for follow up evaluative data.</p>		<u>Responsible Person</u>	- Self-Study	- K. Zimmerman-Oster	- Fr. Stockhausen's cover letter	- K. Zimmerman-Oster	- Last 2 annual financial audits	- E. Bell	- Institutional snapshot	- E. Bell	- Undergraduate Catalog		- Graduate Catalog	} - J. Thomson	- UDMPU Contract		- Student Handbook	- M. Williams	<p>K. Zimmerman-Oster asked each chapter co-chair to:</p> <ul style="list-style-type: none"> - look at their chapters and see what additional evidence is needed and tab to the Self-Study. - get additional evaluative information to K. McLonis. <p>3:00 p.m., Tuesday, November 28</p> <ul style="list-style-type: none"> - E. Bell, J. Thomson, P. Wittmer and K. Zimmerman-Oster will meet to assemble the NC Visiting Team mailing. <p>The Assessment Team should be asked for follow up evaluative data.</p>
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3. Mock Visit Debriefing – Phone conversation after Fr.'s Call, E-mail conversations

K. Zimmerman-Oster briefed the SC on her talk with the mock visitors after their telephone conversation with the President. Dr. Merkle and Dr. Toot said their conversation with the President went well. The vulnerabilities they shared with the SC were shared with the President. Dr. Merkle recommended that:

- The President needs to:
 - meet with K. Zimmerman-Oster.
 - more fully articulate plans regarding the financial challenges.
 - communicate the positive things that are happening.
- The Provost needs to spend more time with the SC.

K. Zimmerman-Oster's comments/response to questions:

- The mock visitors noted the missing unity between the NCSC, ALT and PC.
- Unfortunately, Dr. Merkle did not mention the possibility of a focus visit to Fr. Stockhausen, but mentioned it to the ALT/PC and Provost.
- The mock visitors questions addressed the following 8 vulnerabilities:
 - assessment
 - core curriculum
 - deferred maintenance
 - enrollment management
 - five year plan
 - resource development
 - shared governance
 - strategic planning.
- The SC needs to articulate its expectation of the ALT/PC at its meeting with the ALT/PC.
- Who the visiting team chair communicates with needs to be clarified.

SC's comments:

- The lines of communication and procedures need to be clarified with the President and Provost.
- The Provost is very aware of the difficulties facing UDM.
- Other Vice Presidents felt that the mock visit was good.

After a discussion, it was the consensus of the SC that the ALT/PC needs to address the vulnerabilities identified by the mock visitors.

The SC members said that the purpose of K. Zimmerman-Oster's meeting with the President at their Monday meeting should be to:

1. Get from him the communication plan.
 2. Give him the vulnerabilities. It should be up to the ALT/PC to address 3 questions about the 8 vulnerabilities, where we are now, where do we want to be and how do we get there?
- If the President tries to send the update report back to the SC, he should be told that the SC:
 - does not have the information to do it.
 - has finished its task. It is not the SC's responsibility to connect the dots.
 - only job now is the visit.
 - is just the reporter not the decision makers.
 - The results of the President and K. Zimmerman-Oster's meeting should be conveyed by the President to the Provost.
 - K. Zimmerman-Oster should meet with the Provost after the President communicates with the Provost.

L. Bossman said that in 90% of the cases, the SC chair is the point person who communicates with the visiting team chair.

It was the consensus of the SC that the ALT/PC needs to address the vulnerabilities identified by the mock visitors.

	<p>SC's comments:</p> <ul style="list-style-type: none"> - Dr. Merkle also recommended that the SC chair communicates with the visiting team chair. - The mock visit team said that it is more important to address the vulnerabilities than to complete the strategic plan. <p>K. Zimmerman-Oster stated that she had a meeting scheduled with the Provost on Tuesday.</p> <p>K. Zimmerman-Oster reviewed the Looking Beyond the Self-Study: Focusing on Institutional Change, Beyond the Self-Study: Focusing on Institutional Change handouts given her by Dr. Toot which shows here is where we are and here is where we are going. After discussion it was decided that the handout would not be used by the SC. The document will be shared with Fr. Stockhausen.</p>	
4. Cross Cutting Themes	- No need to address these at this time.	
5. Incorporating Barbara into mtgs.	-	
6. Structure and Questions for PC/ALT meeting December 6 and 6-month Update report using Criteria and bullets and "key issues"	<p>See #3 Mock Visit Debriefing above for a related discussion.</p> <p>It was recommended that the term "6 Month Update" be deleted from the SC's vocabulary.</p>	It was recommended that the term "6 Month Update" should be deleted from the SC vocabulary.
7. January Visit To-Do List (Reception)	<p>J. Thomson:</p> <ul style="list-style-type: none"> - distributed and reviewed Preparation for a Campus Visit which outlined some of the responsibilities for the Resource Room and the campus visit. The document resulted from yesterday's meeting with B. Schirmer, E. Yousey, P. Wittmer and J. Thomson where the different responsibilities were clarified. - provided a listing of the individuals and groups that met with the 1997 Visiting Team. - reserved: <ul style="list-style-type: none"> - 118 C&F as a staff work room during the NC visit. - the PDR, 5th floor Board and Conference Room, E 131, L 113 and the Student Center Fountain Lounge and Ballroom 	
8. What People Need to Know – Pumping up the positive	- A celebration event needs to be planned in mid-January to gain momentum for the visit. The event would highlight the strengths of the University, the accomplishment of completing the self study and strategic plan and the progress of Shared Governance.	
9. Meetings with Stakeholders in January	- A meeting with the ALT/PC, SC and Strategic Planning Committee needs to occur to make sure everyone is "on the same page" about progress on the Strategic Plan	
10. Resource Room Issues – Review of grievances, advertising materials, off-campus programs, weblink lists, "tabbing" the self study, last call for documents	<p>Union contracts other than the UDMPU Collective Bargaining Contract, which is to be sent to the visitors, should be on file in the Resource Room.</p> <p>M. Williams will list and note the status of pending student complaints.</p> <p>S. LaGrassa volunteered to reorganize the Resource Room to make more efficient use of the space.</p> <p>K. Zimmerman-Oster requested that the co-chairs look at their chapters and see what additional evidence is needed and tabbed to the Self-Study.</p>	<p>S. LaGrassa volunteered to reorganize the Resource Room to make more efficient use of the space.</p> <p>M. Williams will list and note the status of pending student complaints.</p>
11. Student Participation	-	
12. Faculty Participation	-	

13. Review Time Line	-	
14. Other Issues	-	
15. Upcoming Meetings		<p>SC Meetings:</p> <ul style="list-style-type: none"> - Thursday, 2:00 - 4:00 p.m., 119C&F - November 30 - December 7 <p>ALT/PC Meeting:</p> <ul style="list-style-type: none"> - Wednesday, bet. 11:00a.m. - 12:00 n, PDR - December 6
16. Adjournment		
		11/22/06