

Committee Name: UDM North Central Steering Committee

Date: Thursday, November 30, 2006

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

Absent: V. Dicks & P. Zarkowski

Guests: K. McLonis & B. Schirmer

Location: 119 C&F, 2:00 - 4:00 p.m.

Handouts: Final Set of Links to the Self-Study & bound **Self-Study**

Prepared by: J. Thomson

| Agenda Item | Discussion / Issues | Decisions / Future Action |
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| 1. Call to Order | Meeting called to order. | |
| 2. Self-Study – mailed to the Visiting Team on Tuesday 11/28. Institutional Snapshot and Links sent under separate cover early next week. 3 rd Party Comment press release sent, if not picked up, ad will be purchased. | K. Zimmerman-Oster: <ul style="list-style-type: none">- distributed the bound copies of the Self-Study.- announced that the Visiting Team mailing was sent out earlier in the week. The Institutional Snapshot and Links will be sent next week.- The Final Set of Links to the Self-Study identified by J. Morgan's email needs to be activated. The chapter chairs were asked to look into the links corresponding to their chapters and get back to K. Zimmerman-Oster ASAP. | The chapter chairs were asked to look into the dead links corresponding to their chapters identified by J. Morgan's email and get back to K. Zimmerman-Oster ASAP. |
| 3. Comments from Barbara regarding communication with UDM Community (Talking Points “What People Need to Know”) and dissemination of Self Study and plans for Celebration | <p>Celebration K. Zimmerman-Oster:<ul style="list-style-type: none">- reviewed her additions to the November 16th meeting minutes, #8. What People Need to Know - Pumping Up the Positive. In her meeting with Fr. Stockhausen, they discussed that the Strategic Planning Team was being asked to propose a rollout plan for the Strategic Plan. There was a preliminary discussion about how that would be coordinated with the communication about the self-study and visit preparation.</p> <p>Kathleen shared a verbal summary of what the Strategic Planning Team had proposed to Fr. Their plan incorporated a celebration event in mid-January that would celebrate the completion of the self-study, the progress of Shared Governance over the past 18 months, and a presentation of how the Draft Strategic Plan would be vetted and discussed across the UDM community.</p> <p>B. Schirmer said that she is worried about a one-shot celebration since some things will take a while to complete.</p> <p>Strategic Plan When asked about sharing the Strategic Plan, B. Schirmer indicated that the Strategic Plan was still being developed, i.e., the Vision and Objectives had been developed but more work was needed on the Indicators and Strategies. It is still a work in progress and word-smithing needs to be done. The Strategic Plan was:<ul style="list-style-type: none">- developed with the help of external consultants working with the ALT/PC.- being reviewed by the Shared Governance Strategic Planning Team.She will ask Fr. Stockhausen about sharing the document. K. Zimmerman-Oster noted that the recent re-organization will have to be explained.</p> <p>Communication Plan SC's comments:<ul style="list-style-type: none">- There is a need to communicate where we are now with the Visiting Team.- The leadership needs to have a consistent message.- The SC needs directions on what to do next and what people need to know.- There are questions about the facility plan.- We need to concentrate both on our vulnerabilities and our strengths.- The lack of a strategic plan has hampered the SC.</p> | B. Schirmer will talk to L. Patterson in the marketing department. The SC needs to help in organizing the talking points. What needs to be done by: <ul style="list-style-type: none">- Monday, December 4<ul style="list-style-type: none">- Co-chairs review their chapters by criterion and come up with the strengths that we think people need to know.- Wednesday, December 6 - 11:00 a.m., E 131<ul style="list-style-type: none">- E. Bell and S. LaGrassa will join K. Zimmerman-Oster for the ALT/PC presentation.- Ask the ALT/PC how can we best prepare the University community?- By December 6 - K. Zimmerman-Oster will talk with L. Patterson. |

- B. Schirmer's response to questions/comments:
- There will be an article in the **Free Press** this weekend about the building plan.
 - There needs to be a broad understanding within the University community of how all the pieces fit together.
 - She is still struggling to put her arms around all of the pieces.
 - Besides the PC and the ALT, the SC is the most informed group on campus.
 - Much of the planning is a facilities plan from a central perspective.
 - The SC needs to spearhead a communication plan.
 - An expert in communication is needed to help with the communication plan.
 - Once a plan is developed, it will not be hard to slot all the pieces into it.
 - While our vulnerabilities have been identified, we have a tremendous number of strengths which must be communicated.
 - We have and are moving forward.
 - Having a strategic plan in flux is not a bad thing.
 - From Fr. Stockhausen's perspective UDM has always had a strategic plan, i.e., increasing the number of students, enriching student life and improving facilities,
- but
- it has never filtered down to the community.
 - A good strategic plan is concise and explicit.
 - Everyone needs to speak the same language.
 - Fr. Stockhausen's planning process includes, creating and enhancing programs, developing organizational culture, engaging students in a multi-cultural experience, achieving financial stability and providing a vibrant campus experience.
- SC's comments:
- We need:
 - talking points to address our vulnerabilities?
 - to develop a plan before the faculty leaves in December.
- K. Zimmerman-Oster's response to questions/comments:
- The SC cannot answer many of the vulnerability questions.
 - What should be in a communication plan? What needs to be disseminated? What is it that people should know? What needs to be done? Who does it?
 - Although the **Self-Study** is up on the website, she is waiting to publicize the site until the dead links are installed.
- B. Schirmer's response to questions/comments:
- We need:
 - to wrap in some folks to develop a communication plan.
 - a number of different strategies to approach different people.
 - a plan to engage the community.
 - to involve the stakeholders, ALT/PC and shared governance in rallying the troops.
 - A crisp and clean road show is needed. It has to be more than just a forum.
 - A comprehensive plan is needed.
 - She will talk to L. Patterson in the marketing department.
 - The SC needs to help in organizing the talking points.
- K. Zimmerman-Oster's comments/response to questions:
- In the **Self-Study** UDM is an institution of strength, not of vulnerabilities. The SC reacted to the vulnerabilities identified in K. Solomon's memo.
 - The December 6th ALT/PC meeting agenda has evolved into discussing the communication plan. Its' original purpose was to address the mock visit findings, distribute the **Self-Study** and discuss the comprehensive visit.

B. Schirmer's response to questions/comments:

- At the meeting, engage the ALT/PC in conversation regarding the communication plan.
- What is it you want the ALT/PC to do with this information on December 6th?
What are the questions?

SC's response to questions/comments:

- A communication plan for both the whole community and the ALT/PC.
- The Provost should tell the ALT/PC that if the messages we give to the NC Visiting Team are not all the same we are going to take a hit.

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

- After the mock visit the SC decided that it could not do a 6 month update because it did not have the information.
- Which body or groups need to be involved in the communication plan?
- What would be the best use of all or our time?

The key vulnerabilities identified by the mock visiting team and noted in K. Zimmerman-Oster's "Meeting with Fr. Stockhausen - November 20, 2006" memo were:

- Financial Stability
- Assessment - University-wide, on-going
- Strategic Plan
- Core Curriculum
- Deferred Maintenance
- Enrollment Management
- Faculty and Administration Relations (Shared Governance)

S. LaGrassa outlined the following questions and directives (taken from his e-mail):

- "Question to ALT/PC:
 - Based on the vulnerabilities as indicated in the NCA Self-Study document, what is happening and what is in the planning stages that specifically addresses these vulnerabilities? A bulleted presentation is fine.
- Directive to the MFA Teams and Committees (in particular the Core Curriculum, Assessment, Mission and Identity, Faculty Development, etc): Please provide a one page bulleted evaluation that indicates what you believe you have achieved along with what you see your future direction to be in addressing your charge. A bulleted presentation is fine."
- The information gathered can be used in the communication plan.

B. Schirmer's comments:

- While the questions should be presented at the ALT/PC meeting, no answers should be requested.
- Are there any other vulnerabilities?
- She will contact the MFA.
- Acknowledged that the shared governance teams have not done a good job of communication.

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

- The key issues identified by the SC before the mock visit were vision, strategic planning, shared governance, finance/endowment and new leadership.
- The Provost needs to get everyone on the same page because after the SC is dissolved, she will be partially responsible for implementation.

B. Schirmer' s comments:

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| | <ul style="list-style-type: none"> - She will do what she can but she is respectful of the President's position. - Another vulnerability is faculty development. <p>K. Zimmerman-Oster said that the responses should be returned to her and at the next meeting the SC will review them and add the strengths.</p> <p>A SC member stated that every shared governance team should have a page for the visitors to review.</p> <p>K Zimmerman-Oster recapped what needs to be done:</p> <ul style="list-style-type: none"> - by Monday, December 4 <ul style="list-style-type: none"> - Co-chairs review their chapters by criterion and come up with the strengths that we think people need to know. - by Wednesday, December 6 <ul style="list-style-type: none"> - E. Bell and S. LaGrassa will join K. Zimmerman-Oster for the ALT/PC presentation. - ask the ALT/PC how can we best prepare the University community? - she will talk with L. Patterson. | |
| 4. Barbara's involvement at future meetings? | - | |
| 5. Structure and Questions for PC/ALT meeting December 6 | See #3. | |
| 6. Update from Steve LaGrassa regarding involvement of Assessment Committee | - | |
| 7. January Visit To-Do List (Reception) | - | |
| 8. Meetings with Stakeholders in January (ALT/PC, SC, SPC) | See #3. | |
| 9. Resource Room Issues – Review of grievances, advertising materials, off-campus programs, weblink lists, “tabbing” the self study, last call for documents | - | |
| 10. Student Participation | - | |
| 11. Faculty Participation | - | |
| 12. Review Time Line | - | |
| 13. Other Issues | - | |
| 14. Upcoming Meetings | - | <p>SC Meetings:</p> <ul style="list-style-type: none"> - Thursday, December 7 - 2:00 - 4:00 p.m., 119 C&F - L. Patterson - Monday, December 18 - 9:30 - 11:30 a.m., 119 C&F <p>ALT/PC Meeting:</p> <ul style="list-style-type: none"> - Wednesday, December 6 - 11:00, E131 |
| 15. Adjournment | | |

