

Committee Name: UDM North Central Steering Committee

Date: Thursday, December 7, 2006

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

Absent: S. LaGrassa & P. Zarkowski

Guest: B. Schirmer & K. McLonis

Location: 119 C&F

Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
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's comments/responses to questions: <ul style="list-style-type: none"> - E. Bell is working on the Institutional Snapshot. - Most of the Links are up and have been posted by J. Morgan. - She will: <ul style="list-style-type: none"> - advertise the website after Christmas when all of the links are activated. - send the Links and Institutional Snapshot electronically to the Visiting Team. - If the 3rd Party Comments are not picked up by the newspapers, an ad will be purchased. 	K. Zimmerman-Oster will: <ul style="list-style-type: none"> - advertise the website after Christmas when all of the links are activated. - send the links and Institution Snapshot electronically to the Visiting Team.
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	B. Schirmer said that she and K. Zimmerman-Oster met with L. Patterson to discuss the Communication Plan. See #5 below.	
4. Barbara's involvement at future meetings?	-	
5. Structure and Questions for PC/ALT meeting December 6	K. Zimmerman-Oster reviewed the December 6 th ALT/PC meeting agenda e-mailed to the SC. She: <ul style="list-style-type: none"> - asked the ALT/PC members to: <ul style="list-style-type: none"> - Get their bulleted talking points to her by December 13. - Become familiar with the Self-Study. - told the ALT/PC that: <ul style="list-style-type: none"> - the Self-Study will be sent to key UDM individuals in early January. - forums/meetings will be scheduled with the different segments of the University community. Everyone will be part of the discussion around the talking points. - she will work with the Deans and Vice Presidents to set up meetings with their faculty and staff plus schedule general meetings. Everyone at UDM will have a chance to be part of a discussion forum. - she develop the "Need to Know" document so that everyone will be on message. B. Schirmer's comments on the ALT/PC meeting: <ul style="list-style-type: none"> - The ALT/PC needs to hit the evaluation piece. - Everything can be done by e-mail. - K. Zimmerman-Oster needs to oversee the communication piece so that every point is covered. - The faculty can be told that the talking points are what they need to know. After B. Schirmer left for another meeting, discussion continued about the ALT/PC presentation.	The word "challenges" will replace "vulnerabilities." The Strengths/Talking Point by NCA Criteria will now be referred to as just Strengths. The document needs to be reviewed, revised and condensed. Each SC member was asked to review the document with naïve eyes to see if it was clear and believable. The document should use the active voice.

K. Zimmerman-Oster's comments:

- on the ALT/PC meeting:
 - The meeting went well.
 - She told the ALT/PC that she was proud of the **Self-Study** and that it has many positive points.
 - B. Schirmer was positive and supportive.
 - The word "vulnerability" was initially used by the Mock Visit Team.
 - The ALT/PC asked for examples of vulnerabilities and evaluative statements.
 - The President's Town Hall Meeting synopsis will help clarify what is going on regarding facilities.
 - B. Schirmer mentioned that faculty development is considered a weakness.

J. Thomson stated that, at the ALT/PC meeting, the following individual assignments made were:

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| Financial Stability including Campaign Endowment - V. Abatemarco | |
| Assessment | - S. McGriff |
| Strategic Plan | - G. Stockhausen |
| Core Curriculum | - B. Schirmer |
| Deferred Maintenance | - T. Batcheller |
| Enrollment Management | - M. Joseph |
| Shared Governance | - M. Gordon |

The Deans were also asked to submit bullet points in areas where they felt they were needed.

After discussion it was decided that the word "vulnerabilities" would be replaced by the word "challenges."

K. Zimmerman-Oster said that she will sit down with L. Patterson to develop a "What You Need To Know" piece that will address the 5 Criteria and the strength and challenges.

SC's comments:

- Some SC members should show up at each of the forums.
- The shared governance task forces, teams and committees have been working on process. They may not have anything evaluative.
- The communication gap between the colleges/schools and shared governance is being addressed.
- The request for evaluative statements sent out by C. Weisfeld to the MFA was different from what S. LaGrassa had asked for and what B. Schirmer asked the Deans and Vice Presidents.
- The SC needs to know what questions were posed by C. Weisfeld.
- Minutes are supposed to be posted online by the shared government teams, committees and task forces.
- The Faculty Development Team needs to be asked to list their challenges.

K. Zimmerman-Oster indicated that she had received responses from the Faculty Development and the Urban/Service/Social Justice Teams but that something more evaluative is needed.

A discussion took place regarding the following words and their meanings:

- Descriptive - lay out in detail
- Explanative - explain the details.
- Evaluative - a judgment whether or not the effort was worth it.

It was also expressed that examples were needed to illustrate various points.

	<p>It was decided that rather than trying to clarify the request made to the MFA that the SC should see what it got before doing anything. It was suggested that the SC must live with what it got.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - Responders need to be prepared to talk to the Visiting Team regarding the evaluative points. - Referred to Loyola University - Chicago Accreditation FAQs, p. 3 - "What questions will the site evaluators ask? What information can - or should - be shared?" - After Christmas she will send a part of the communication plan to everyone. - There was an accreditation article in the December 6th Varsity News. <p>V. Dicks said there ought to be additional Varsity News articles.</p> <p>The Strengths/Talking Points by NCA Criteria, now referred to as just Strengths, needs to be reviewed, revised and condensed. Each SC member was asked to review the document with naïve eyes to see if it was clear and believable. The document should use the active voice.</p>	
<p>6. Update from Steve LaGrassa regarding involvement of Assessment Committee</p>	<p>S. LaGrassa is meeting with K. Shepherd of the Assessment Committee regarding learning outcomes.</p>	
<p>7. January Visit To-Do List (Reception))</p>	<p>J. Thomson outlined a list of decisions that had to be made to prepare for the upcoming visit. After discussion the following was determined:</p> <ul style="list-style-type: none"> - Hotel Reservations - 6 regular and one executive King guest rooms will be reserved. Use of a computer projector may be needed. <ul style="list-style-type: none"> - An LCD projector may be needed. - Meal/Reception - The Visiting Team chair should be asked about the numbers of guests who should be invited. - Visiting Team - The Instruction Technology & Special Needs form will be sent out by K. Zimmerman-Oster. - Self-Study - A cover letter will be written by K. Zimmerman-Oster. <ul style="list-style-type: none"> - The individuals who are to receive a hardcopy or CD need to be identified. - Each Vice President should be asked how many copies their office needs. - Transportation - Airport Arrival - a Greater Detroit Trans Corp car will meet the Visiting Team members at the airport. <ul style="list-style-type: none"> - Local - An athletic department van and driver has been requested for Sunday, Monday, Tuesday and Wednesday. <p>E. Bell was working on the Administrative Directory.</p>	
<p>8. Meetings with Stakeholders in January (ALT/PC, SC, SPC)</p>	<p>-</p>	
<p>9. Resource Room Issues – Review of grievances, advertising materials, off-campus programs, we blink lists, “tabbing” the self study, last call for documents</p>	<p>-</p>	
<p>10. Student Participation</p>	<p>K. Zimmerman-Oster mentioned that student forums/meetings are planned.</p> <p>M. Williams' comments:</p>	

	<ul style="list-style-type: none"> - She met with the Student Senate and posed accreditation questions in a Jeopardy Game format. - A Facebook ad went up. It cost \$5/day and will pop-up 10,000 times. It contains the accreditation dates. - She: <ul style="list-style-type: none"> - will host meals to inform student leaders. - has identified 20 students plus 15 Student Senators plus some Student Ambassadors. - is trying to get a diverse mix of students which will include international and graduate students. - The residence halls bulletin boards will be used to advertise the NC visit. 	
11. Faculty Participation	-	
12. Review Time Line	-	
13. Other Issues	<p>NC Visiting (VT) Team</p> <p>K. Zimmerman-Oster noted that she has not heard anything from the VT Chair.</p> <p>L. Bossman's comments:</p> <ul style="list-style-type: none"> - There are always disgruntled people who want to meet with the VT. - Being available when the NC Visiting Team is here means being in your office. - SC members should be scheduled to staff Room 118. 2 people every 2-3 hours. - The VT Chair meeting request will spell out the Teams' focus. The new criteria forces the VT to pre-schedule their meetings. - The VT Chair: <ul style="list-style-type: none"> - will not contact K. Zimmerman-Oster until he has read the Self-Study. - should be asked about the numbers of guests which should be invited to the reception and meal. 	
14. Upcoming Meetings	-	<p>SC Meetings:</p> <ul style="list-style-type: none"> - Monday, December 18 9:30 - 11:30 a.m. - 119 C&F
15. Adjournment	-	
	-	12/14/06