

Committee Name: UDM North Central Steering Committee
Date: Thursday, December 18, 2006
Present: J. Baiardi, E. Bell, L. Bossman, K. Caprio, V. Dicks, S. LaGrassa, J. Thomson, M. Williams, S. Wilson & K. Zimmerman-Oster
Absent: E. Roberts-Kirchhoff & P. Zarkowski
Guest: K. McLonis
Location: 119 C&F
Handouts: ALT/PC Challenges, Institutional Snapshot, SC Meetings/Deadlines - June, 2006 - June, 2007, Self-Study Distribution & UDM Community Meetings
Prepared by: J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Reports from ALT/PC and Shared Governance Teams	<p>E. Bell distributed the Institutional Snapshot.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The ALT/PC Challenges (distributed) addressed 4 of the Criteria. She was hoping that the document would be more succinct and focused. A larger, more comprehensive "What You need to Know" piece may be needed. - She: <ul style="list-style-type: none"> - will send K. McLonis the information she received from the MFA and ask her to make them more consistent for the Resource Room. - received a copy of C. Weisfeld's e-mail to the MFA and it asked for what the SC requested. - C. Weisfeld said that she would publish everything she was getting back from the shared governance teams, committees and task forces in the MFA Newsletter. - L. Patterson and B. Schirmer will pull the "What You need to Know" piece together. - Another VN article is needed. - A 3rd Party Comment ad published in a Detroit newspaper would cost \$3,800. They are looking at other newspapers. <p>SC's comments:</p> <ul style="list-style-type: none"> - The ALT/PC did what they were asked to do. They addressed the challenges not the criteria. - It might be easier to organize the document by challenge topics rather than criteria. - The ALT/PC expects the SC to pull the bullet points from the challenges. - The strengths and challenges need to be listed together by topic. - Can we have a synopsis sheet and a more detailed back up sheet? - The VN is only published every 2 weeks. The editor needs to be notified if additional articles are planned. - The VN article should include an agenda of the visit. 	
3. Communication Plan Update – (Faculty and Staff) Barbara	-	
4. Meetings with Stakeholders in January (ALT/PC, SC, SPC)	<p>J. Thomson distributed a chart of the information gathered by B. Schirmer from the Deans, Vice Presidents and others regarding scheduling UDM Community Meetings. The information chart was reviewed and the SC members able to attend the various community meetings were added. The chart will be updated.</p> <p>K. Zimmerman-Oster indicated that she, B. Schirmer and L. Patterson would determine the meeting content.</p>	
5. Communication Plan Update (Students) – Monica	-	

<p>6. January Visit To-Do List</p>	<p>K. Zimmerman-Oster needs to talk with K. Solomon about who needs to be at the Reception and Dinner.</p>	<p>K. Zimmerman-Oster will talk with K. Solomon about the number of guests invited to the Reception/ Dinner.</p>
<p>7. Resource Room Issues – Review of grievances, advertising materials, off-campus programs, weblink lists, “tabbing” the self study – Kris</p>	<p>K. McLonis' comments:</p> <ul style="list-style-type: none"> - She will e-mail S. Lagrassa the space measurement needed for the materials collected. - During the 1st or 2nd week of January she will fine tune what she has collected. - Representative samples of grievances were given her by M. Williams. Detailed inquiries will be referred to M. Williams. <p>Off-campus Programs - A discussion occurred. NC identifies off-campus locations as "a location at which a student can complete fifty percent or more of a degree program." The Grand Rapids, Ford, Focus Hope and Trinity programs were identified. Since there was some confusion regarding the listing, it was suggested that K. Zimmerman-Oster clarify the matter with K. Solomon.</p> <p>E. Bell will:</p> <ul style="list-style-type: none"> - discuss Federal Compliance and talk with S. Mellon. - look at each program and see if it meets the Federal requirements. 	<p>K. Zimmerman-Oster will clarify the off-campus location matter with K. Solomon.</p> <p>E. Bell will:</p> <ul style="list-style-type: none"> - discuss Federal Compliance and talk with S. Mellon. - look at each program and see if it meets the Federal requirements.
<p>8. Other</p>	<p>Self-Study Distribution</p> <ul style="list-style-type: none"> - J. Thomson disseminated the Self-Study Distribution list. The SC reviewed the list adding and eliminating entries. The list will be updated. - K. Zimmerman-Oster needs to: <ul style="list-style-type: none"> - talk with B. Schirmer regarding what Board of Trustees members should be given copies of the Self-Study. - write a cover letter for the Self-Study. <p>Meetings/Deadlines - June, 2006 - June, 2007.</p> <ul style="list-style-type: none"> - A discussion of what needs to be done after the Visiting Team departs resulted in a review of the Meetings/Deadlines - June, 2006 - June, 2007. The SC's responsibilities after the site visit needs to be clarified. 	<p>K. Zimmerman-Oster needs to:</p> <ul style="list-style-type: none"> - talk with B. Schirmer regarding what Board of Trustees members should be given copies of the Self-Study. - write a cover letter for the Self-Study.
<p>9. Scheduling of January SC Meetings</p>	<p>The following meetings were scheduled.</p>	<p>SC Meetings - 119 CF</p> <ul style="list-style-type: none"> - Wednesday, January 10 - 9:30 - 11:00 a.m. January 17 - 1:30 - 3:00 p.m. January 24 - 1:30 - 3:00 p.m.
<p>10. Visiting Team</p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> - The Institutional Snapshot and Links were sent to the Visiting Team. - Mr. Donald Andorfer, Interim President of Grand Canyon University, has resigned from the Visiting Team. UDM has not been notified of his replacement. - She will contact K. Solomon and ask about Mr. Andorfer's replacement. <p>The idea of circulating the VT members' vitae to the UDM community was discussed.</p>	<p>K. Zimmerman-Oster will contact K. Solomon and ask about Mr. Andorfer's replacement.</p>
<p>11. Adjournment</p>		
		<p>12/20/06</p>