

**Committee Name:** UDM North Central Steering Committee  
**Date:** Wednesday, January 10, 2007  
**Present:** J. Baiardi, E. Bell, K. Caprio, V. Dicks, S. LaGrassa, E. Roberts-Kirchhoff, J. Thomson, S. Wilson. P. Zarkowski & K. Zimmerman-Oster  
**Absent:** L. Bossman & M. Williams  
**Guest:** K. McLonis  
**Location:** 119 C&F, 9:30-11:00 a.m.  
**Handouts:** UDM Community Meetings Schedule, Self-Study Distribution List, Resource Room Schedule, Visiting Team Members Information, "What You Need to Know..." & **Handbook of Accreditation**, 8.2 - Commission's Federal Compliance Program  
**Prepared by:** J. Thomson

Agenda Item	Discussion / Issues	Decisions / Future Action
1. Call to Order	Meeting called to order.	
2. Update on Logistics – Jay/Kathleen	<p>J. Thomson:</p> <ul style="list-style-type: none"> <li>- Related the results of last week's meeting between B. Schirmer, E. Yousey, and K. Zimmerman-Oster and himself. E. Yousey said that, after telephone conversations with Dr. Wantz, NC Visiting Team (VT) Chair's secretary, it was determined that there will be no banquet. It was further stated that the President's Office will:               <ul style="list-style-type: none"> <li>- conduct all of the communication with the VT chair and members.</li> <li>- contact each VT member regarding their travel arrangements.</li> <li>- train Alumni Ambassadors to operate the Staff Room.</li> <li>- develop the meeting schedule.</li> <li>- assemble welcome informational packets for each VT member.</li> <li>- make all on and off-campus food service arrangements.</li> <li>- send the <b>Self-Study</b> and "What You Need to Know..." to the Board of Trustees.</li> </ul> </li> <li>- E. Yousey also has an administrative directory that can be used.</li> <li>- Reviewed the sketchy outline of the visit. A Monday Breakfast with the PC +, a Board Lunch on Monday or Tuesday, a meeting with the President on Wednesday, followed by an Exit Interview and the VT leaving campus at 10:00 a.m. During the visit the chair wished to have separate meetings set up with selected faculty members, students, alumni and staff. The faculty groups will be determined by B. Schirmer and K. Zimmerman-Oster, the students by M. Williams, the alumni by L. Small and the staff by S. Nelson.</li> <li>- Went over the <b>Self-Study Distribution List</b>.</li> </ul> <p>K. Zimmerman-Oster noted that the VT Chair wanted to keep the visit as simple as possible.</p> <p>When the SC was asked by K. Zimmerman-Oster for their guidance on which faculty should be invited to the NCVT meetings, the general response was that the MFA and/or Deans should be involved.</p> <p>Some SC members expressed concern that the VT:</p> <ul style="list-style-type: none"> <li>- needed a separate card that contained cell phone numbers of essential personnel in case they have any questions on Sunday night.</li> <li>- Chair needed 24 hour access to the Resource Room. It was suggested that E. Yousey ask the VT Chair if the VT planned to use the Resource Room on Sunday and how early and how late they would be there on Monday, Tuesday and Wednesday.</li> </ul> <p>K. Zimmerman-Oster noted that she had purchased UDM bags and mugs for the VT. She also purchased some chocolates. She will deliver them to E. Yousey for delivery to the hotel. Because of transportation concerns, baskets will not be purchased.</p>	<p>There will be no banquet.</p> <p>The President's Office will:</p> <ul style="list-style-type: none"> <li>- communicate with the VT chair and members.</li> <li>- train Alumni Ambassadors to operate the Staff Room.</li> <li>- develop the meeting schedule.</li> <li>- assemble welcome informational packets for each VT member.</li> <li>- make food service arrangements.</li> <li>- send the <b>Self-Study</b> and "What You Need to Know..." to the Board of Trustees.</li> </ul>

<p><b>3. Update on Stakeholder Meetings</b></p>	<p>J. Thomson briefly went over the <b>UDM Community Meetings Schedule</b>.</p> <p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- Volunteers are needed to help with the open meetings. E. Roberts-Kirchhoff said she was available for the Thursday, January 18<sup>th</sup> meeting.</li> <li>- The 4 Community Meetings conducted so far have gone well. The crux of the presentation was the "<b>What You Need to Know...</b>" piece. It was presented as the thinking of the NCSC, ALT and PC.</li> <li>- A dual celebration of the Strategic Plan and Shared Governance roll-out is tentatively scheduled for the President's Wine &amp; Cheese Reception on Friday, January 19<sup>th</sup>.</li> </ul>	<p>A dual celebration of the Strategic Plan and Shared Governance roll-out is tentatively scheduled for the President's Wine &amp; Cheese Reception on Friday, January 19<sup>th</sup>.</p>
<p><b>4. Communication Plan – E-mails - Janet</b></p>	<p>J. Baiardi suggested that weekly factoid e-mails should be sent to remind the UDM community of the NC visit. Each week would focus on different facts. The NC theme should be included in each of the weekly e-mails.</p> <p>K. Zimmerman-Oster noted that the first e-mail was sent on:</p> <ul style="list-style-type: none"> <li>- Tuesday, January 9<sup>th</sup> - Encourage Community Meeting participation.</li> </ul> <p>The rest are planned for/focus:</p> <ul style="list-style-type: none"> <li>- Tuesday, January 16 - Mission Statement</li> <li>- Tuesday, January 23 - Remind the faculty to be in their offices and available during the visit days and to inform students of the visit.</li> </ul>	<p>Weekly e-mails will be sent to remind the UDM community of the NC visit.</p>
<p><b>5. Communication Plan - Students - Monica</b></p>	<p>K. Zimmerman-Oster's comments:</p> <ul style="list-style-type: none"> <li>- Table tents are planned for the a la Carte and Titan Dining Rooms.</li> <li>- M. Williams is having a dinner on Thursday, January 18<sup>th</sup> for student leaders.</li> <li>- There will be a follow-up <b>Varsity News</b> article.</li> <li>- The 3<sup>rd</sup> party comments were published in the <b>Detroit News</b> and <b>Detroit Free Press</b> on December 18<sup>th</sup>.</li> </ul>	
<p><b>6. Federal Compliance Report</b></p>	<p>K. Zimmerman-Oster said that Dr. Wantz, VT Chair, asked about UDM's Federal Compliance Program. The section was overlooked. A 3-4 page section needs to be written. Copies of Macomb County Community College and the Loyola University Chicago <b>Self-Studies</b> addressing the issue were circulated. Information for this section can be cut and pasted from Appendix B and from the <b>UDM Catalog</b>. Volunteers to write this section were requested. The sections/volunteer(s) are:</p> <ul style="list-style-type: none"> <li>- Credits, Program Length, and Tuition - E. Bell</li> <li>- Organizational Compliance with the Higher Education Reauthorization Act - E. Bell</li> <li>- Federal Compliance Visits to Off-Campus Locations - E. Bell/J. Baiardi</li> <li>- Advertising and Recruitment Materials - E. Bell</li> <li>- Organizational Records of Student Complaints - K. McLonis will write this section and send to E. Bell.</li> </ul> <p>E. Bell volunteered to write/integrate this section.</p> <p>K. Zimmerman-Oster said that the VT needs to get this information prior to their visit.</p>	<p>The Federal Compliance section needs to be written.</p>
<p><b>7. Resource Room Issues – Kris</b></p>	<p>K. McLonis showed the SC the Staging Service on her laptop computer. IT put up the hyperlinks. She:</p> <ul style="list-style-type: none"> <li>- reviewed what needs to be done to prepare the materials for the Resource Room.</li> <li>- will send dead-ends and inconsistencies to L. Patterson.</li> <li>- will label documents with their Criteria number.</li> <li>- will e-mail K. Zimmerman-Oster any other problems since she will be unable to attend next week's meeting.</li> <li>- send out a list of what she has.</li> <li>- indicated that a lot of the documents are now on-line.</li> </ul>	

	In response to a question she stated that, after the visit, the Self-Studies in the old Resource Room need not be retained. J. Thomson reviewed the <b>Resource Room Schedule</b> .	
<b>8. Other</b>	<b>VT Replacements</b> K. Zimmerman-Oster indicated that Dr. Highland had resigned from the VT. She expects NC to replace both Dr. Highland and Mr. Gilliland <b>VT Members Information</b> - Both S. Wilson and E. Bell distributed <b>VT Members Information</b> . S. Wilson information was of a more personal nature. E. Bell's information which was more academically oriented will be distributed to the PC <sup>+</sup> and ALT. - K. Zimmerman-Oster will list the names of the VT on the NC website.	
<b>9. Next Meetings</b>		SC Meetings - 119 CF - Wednesday, January 17 - 1:30 - 3:00 p.m. January 24 - 1:30 - 3:00 p.m.
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<b>11.</b>		
<b>12</b>		
<b>13.</b>		
<b>14.</b>		
<b>15. Adjournment</b>		
		1/11/07