

NCA Steering Committee Meeting

Agenda and Minutes for September 17, 2008

Attending: Brian, Jack, Dorinda, Andy, Norma, Al, Beth, Sherry, Hank, Stacey, Kent, Dean, Karla, Al, Mary,

- I. Meetings for Semester (Reminder from Aug 25 email):
 - Friday, November 7, 11:00-12:30. EGF Rm 106; TRF Rm 545. (Coordination and work on Criteria.)
 - Friday December 5, 11:00-12:30. EGF Rm 106; TRF Rm 545. (Update and work, if needed, for Jan in-service.)
- II. Time table for Criterion teams:
 - Draft detailing the data needed no later than October 31.
 - o Basic proposed structure for chapter.
 - o How each core component is or is expected to be evaluated.
 - o Data needed for evaluation.
 - Some groups are already starting/ready to start with gathering data. (Agenda item below.)
 - In November we will assess and set timetables for Spring term.
 - o At this time, I would expect that by sometime in February we would have the data collection completed, and perhaps a working outline/draft in hand for each criterion.
 - o By April, we have a working draft of the report more or less in place.
 - o Fall 2009 is revising and updating any material from FY09 in draft, so it is finalized by December.
 - o Visit is scheduled for April 26-28, 2010.
- III. Institutional Snapshot Report:
 - Sherry sent a draft to everyone for review.
 - Sherry: Data whole areas:
 - o IPEDS: Only provide freshman: need all students for financial aid. Follow through with Karla and Mary on finding.
 - o Retention by ethnic group is difficult. IPEDs and MNSCU not providing this. Working with Dave Dunback. BRIO may also be resource??
 - o Program participation agreements, A133 audit forms (mnscu has), program certification/licensure tests pass rates.
 - o We only have about 30% of assessment.
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IV. Data Collection:

- Discussion of using Information Resource team. Discussion helped clarify and see where we are at in moving ahead.
- Posting analyses in D2L in general discussion board to avoid overlap.
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V. Reminder: Sub-Groups may invite me to participate with them at any time for meetings. I am generally available except for Tuesday and Thursday afternoons (class schedule). I prefer, on MWF to meet near noon, or anytime after noon.

VI. Other:

- October 2: The institution will be pulling together data for strategic planning/appreciative inquiry.
 - o Next phase is identifying the set of goals for the strategic plan.
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- Remember the three special statements: These are going to be forwarded to the subgroup chairs.
- Philosophy of including team members (those not on steering committee).
 - o Different philosophies of approaching the groups discussed
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