

NCA Steering Committee Meeting

Agenda and Minutes for May 4, 2009

Attending: Brian Huschle, Norma Konshack, Sherry Lindquist, Kent Hanson, Dorinda, Mary Fontes, Hank Roerich, Jack Haymond, Steve Crittiden, Beth McMahon, Dean Dahlen, Kathy Huschle, Andy Mueller,

1. Draft 2 Discussion:

THE TO DO LIST FOR CRITERION TEAM MEMBERS

- Look at the three chapters, with an eye to your criterion:
 - Each Team: Make a 'to do list' from each team for the three chapters (Chapters 3, 4, 5): Have this by April 30 [NEED NEW DEADLINE] into Sherry and Brian.
 - Plan: By mid- June: Having data and evaluation further along working off of the 'to do lists.' Have a full or half-day meeting to look at draft. Goal here is too make sure all of our questions are satisfied. Information is accurate and understandable to the committee.
- Posting of 08 program review.
- Results of course evaluations: Faculty have access. Not used as an evaluation tool.
 - May need to remove as a tool of effectiveness. Or note that it is not measurable. Point: Data is collected. At least one per term. Used by faculty.
 - Context of how it appears on web page makes it sound like it is a stronger/more objective.
 - Include copy of this tool. Perhaps include examples from faculty of how it is used.

2. Questions carried over from the last meeting:

- Larger questions: Are we happy with where we are (as an institution)? Are we happy with where we are going? What is our evaluation of the institution?
- What is the process for deciding what is in the final cut?

3. Summer Meeting Schedule:

- Draft for reviewers—Mid-late June.
- Early/Mid June—second week of June. Full/Half day meet in person.
- Not week of 14th. Before June 13: Weds or Thurs that week prior (10th/11th).
- Brian will email faculty in group to schedule on campus that best fits those who may be in a classroom teaching on this day.

4. **Most recent draft is being kept in D2L shell (Home/1st News Item).**
5. **Separate Link: Updated list of data we need, and evaluative comments we need.**
6. **Content Link in D2L: Resource Room is Organized by chapter.**
7. **Positive Experience:** Getting links fixed, minutes all up, etc. taken care of...cleaning things up for the college. Diversity cleaned up.
8. Recognize areas that we have problems in...and trying to do something about it.
 - E.g.: Black hole of electronic data system and storage.
 - E.g.: Uniform format (pdf, word, etc) needed.
9. **Adjourned: 1:38**