

## NCA Steering Committee Meeting

### Agenda and Minutes for September 24, 2009

Attending: Brian Huschle, Sherry Lindquist, Andy Mueller, Mary Fontes, Norma Konschak, Kathy Huschle, Steve Crittendon, Hank Roehrich, Jack Haymond, Kent Hanson, Beth McMahon, Dorinda Sorvig,

1. Called to Order: 2:05
2. Agenda approved.
3. Time Table for remainder of term:
  - Subgroup on writing meets again October 5: Continuing to wrap up loose ends, and again in October as needed.
    - o Draft to be shared with Anne this week (by October 8) for her to read and provide reflections and summary/evaluation.
    - o Goal is to have a draft (with Anne's material added), and hopefully all/most loose ends tied, done by October 19 (Monday): This draft will be shared, at this time, with the steering committee and Donna. (*Our minutes from August had this deadline set as Oct 22, Thursday.*)
  - Steering Committee meets again October 29 (Thursday), 2-4 in TRF Room 217.
    - o Discuss draft: Any final items for consideration and revision.
    - o Discuss plans for preparing college for on site visit.
  - November: Sub-group on writing meets as needed to pull together final draft, and respond to any last minute items raised by Donna.
  - Steering Committee meets December 3, 2-4 p.m. EGF Room 115.
    - o Final Draft is shared/discussed (e.g., items from Donna and response summarized, any other key items in last revisions summarized.
    - o Planning for on site visit.
    - o Meeting schedule for Steering Committee (or subgroups thereof) in Spring term discussed/set.
  - December: Draft is finalized and prepared for submission by December 10.
  - Ready to be submitted to NCA prior to Christmas Break.
    - o Question: Polycom or keep it face to face? Last time we decided to keep it face to face.
4. Update from Kathy and Beth on plans for Spring in-service, and preparing college for onsite visit.
  - January In-service: Video portraying scenarios with NCA folks to get across point of being prepared for visit – short but fun.
  - February In-service: 10-15 minutes of asking questions of people.

- Summary/main points document to hand out to college community.
    - o Use separate email for replies for contests
    - o Coffee cups, t-shirts, etc with NCTC logos. Tahar.
    - o
  - Do we want to start each college meeting during Spring term with a NCA question of the day.
  - Web page scroll. Question twice a week.
  - Staff: Student Affairs
  - Student: Student Governments.
5. Discussion of Chapter 2 of draft 5.2:
- Links in D2L for Federal Compliance requirements.
  - Much of the material here will take place at cabinet level. Expense ratios/consolidated financial index.
  - Third party relationships to deliver content, or other contractors (marketing, for example), please let us know. We need to have these contracts. We also need to address how we have oversight of these third parties: that they meet MnSCU and College needs and how they represent us to the community.
    - o Indemnification clauses are one method.
    - o Payment of contract is not until work is completed.
6. Discussion of Section on Assessment in Chapter 4 of draft 5.2:
- Discussion of what the college does to ensure reports are submitted.
  - New D2L platform being developed by APR.
  - Campus/college reporting: Technical side—plan can be college wide, but reporting is campus based because different equipment, emphasis of program, exists. Action to be taken is by campus as well. Liberal Arts: the direction will be toward having both plan and reporting college wide.
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7. Discussion of the strikeout list of Donna's comments.
- This is keeping track of our responses to her comments.
8. Other Agenda
- At this point: Read for content in areas of your expertise. Do not yet read for typos, etc.