

NCA STEERING COMMITTEE MINUTES

Thursday, April 7, 2005

11:15 A.M., CN301

Present: Linda Curran, Rick Beck, Gail Bruce-Sanford, Jennifer Caine, Joan L. Foster, Roberta Hills, Frieda Holley, Jeff Johnson, Vonda Knox, Larry Langton, Stephanie Moran, Abel Moreno, Ann Murphy, Ellen Susman

Absent: Ellen Boswell, Cathy Lucas, Kathy Heyl, Hal Tamblyn

1. The minutes of the March 31, 2005 meeting were approved as written. No changes were made to the Criterion One document.
2. Rick Beck volunteered to establish a website for the HLC-NCA Steering Committee
3. *Collecting data on the degrees of part-time faculty*: Stephanie Moran reported:
 - a. Approximately half of the part-time faculty files do not contain a transcript, either official or unofficial. Resumes are not being used to determine degree information.
 - b. Few part-time faculty files have *official* transcripts.
 - c. When entering the institution that awarded the degree, HR is using the default list of institutions in Banner. If an institution is not on the list, HR is entering "Unlisted Institution."
 - d. The field of the degree is being entered.
 - e. The present plan is to complete the data entry and then ask departments if they can supply transcripts for the part-time faculty who are missing transcripts. If no transcript can be located, the part-time faculty member will be asked to provide an official one.
 - f. Stephanie's committee recommended that part-time faculty not be issued a second contract if no transcript is provided during the faculty member's first term of teaching.
 - g. The *Part-time Faculty Handbook* states that transcripts of all academic work must be provided. The Steering Committee recommended reexamining that requirement so that transcripts from only the institutions where degrees were obtained are required. No one knew the process for changing the language in the *Part-time Faculty Handbook*.
 - h. There was a general discussion of whether or not there is sufficient room on the part-time contract to add the three questions requested by the Steering Committee. The Steering Committee was reluctant to drop any of the questions and ways of including the questions were discussed. Suggestions were to drop the box around the information requested and/or to go to the back of the contract.
4. The Steering Committee discussed its analysis of Criterion Two. See the Criterion Two document.
 - Vonda Knox reported on information she had about the "downsizing" MSCD did in the spring of 2003. Each VP was asked to cut a certain number of employees. Michael Barnett, Linda Daubers, and Jim Davidson had lists of individuals who were encouraged to retire or be let go. We may need to list to determine what programs/services were either terminated or reduced in support at that time.
5. Frieda mentioned that she was concerned about some disconnects between the texts describing the criteria and core components and the examples of evidence listed. The

examples were not entirely what she expected given the text. She also learned that this year, 2004-05, is the first year that institutions have been evaluated under the new criteria. [The process of revision started in 2001 and the new criteria were formally adopted in 2003.] It may be that the NCA *Handbook* needs to be refined to make the criteria clearer. It will be important for us to make contact with other Colorado institutions that are being reviewed next year or were reviewed this year: Fort Lewis, Adams State, and UNC to learn about their experiences with the criteria.

6. The Steering Committee discussed its analysis of Criterion Three. See the Criterion Three document.
 - a. Ann Murphy reported that only noncredit certificate remaining in the Catalog, Financial Planning, was offered in conjunction with the Financial Planning Association. Successful completion of this program meets the educational requirements for sitting for the Certified Financial Planning® license examination. Questions arose as to where the courses are taught (the Tivoli) and what support MSCD provided. For example, who paid for the space in the Tivoli? Evidently MSCD is supposed to receive some money from the Financial Planning Institute, but no one has seen the money.
7. Frieda briefly highlighted some points mentioned in the “Best Practices for Electronically Offered Degree and Certificate Programs” article.
8. Frieda briefly discussed some of the aspects of Criterion Four. Faculty and staff need to be active life-long learners. MSCD needs to support their learning activities as much as possible. Students need to learn how to be life-long learners; in particular, they must master the fundamental skill of *intellectual inquiry*. She noted that some of the examples of evidence occur during program review, and that our Human Subjects Committee partially meets Core Component 4d.