

NCA STEERING COMMITTEE MINUTES

Thursday, April 21, 2005

11:15 A.M., CN301

Present: Rick Beck, Ellen Boswell, Gail Bruce-Sanford, Kathy Heyl, Roberta Hills, Frieda Holley, Jeff Johnson, Vonda Knox, Larry Langton, Stephanie Moran, Abel Moreno, Ellen Susman, Hal Tamblyn, Julie Strasheim for Cathy Lucas

Absent: Linda Curran, Jennifer Caine, Ann Murphy, (all at an assessment workshop), Joan L. Foster

1. The minutes of the April 14, 2005 meeting were approved with several small corrections in the minutes. Committee members agreed that they would like to receive copies of corrected minutes.
2. *Collecting data on the degrees of part-time faculty:* Stephanie Moran handed out a revised Part-time Faculty Contract and Part-Time Faculty Contract Procedures:
 - a. Several changes were suggested to the contract:
 - Change #4 to “What is your highest degree and field?”
 - Ask the field if a person is working toward a higher degree.
 - State “Official Transcripts Must be Provided”
 - Change the signature order to put the part-time faculty member first.
 - b. Committee members thought it best if the new contract would become effective for this summer after it is approved. There should be an official communication about the change.
 - c. MSCD needs to develop a tracking system so that department chairs and deans know that a part-time faculty member does not have a complete file – both for past part-time faculty and future hires.
 - d. It was agreed that the policy of not hiring part-time faculty a second time if we do not have official transcripts needs to be implemented with care relative to faculty who are currently teaching.
 - e. Stephanie will revise the write-up of the procedures to reflect what she learned about the process at the meeting.
 - f. It was noted that the contract did not state it was a contract.
 - g. The committee suggested that the contract be reviewed by Lee Combs.
3. The rest of the meeting was spent reviewing the “Potential Self-Study Tasks – Draft One.” The following comments/agreements were made.
 - a. A letter describing the reasons for following official syllabi should be widely disseminated.
 - b. Stephanie Moran agreed to try to find what data on program expenditures were available from Banner or budget records. This may save some time in collecting information on how resources have been allocated to address concerns about quality.
 - c. There was general agreement on the value of school assessment committees.
 - d. We should create a task force on complaint and grievance procedures.
 - e. There should be a way to create a database into which faculty could enter their professional development activities and their participation on professional organizations so that information is readily accessible and easy to work with. Having the information

in individual faculty evaluation folders is not sufficient for our needs. Maybe this should be a task force?

- f. There should be an institution-wide assessment committee to examine the results of the NSSE and Noel-Levitz Surveys. We need to determine if a survey was conducted last year. Frieda provided committee members with parts of a presentation given to the Trustees in 2003 about the results of the Noel-Levitz Student Satisfaction Inventory.
4. Frieda passed around UNC's Self-Study Report for members to review. She also provided everyone with copies of a power-point presentation that explained how UNC combined their self-study with planning.
5. It was decided not to meet between the Spring and Summer terms, i.e., there would not be meetings on May 19 and May 26.