

## NCA STEERING COMMITTEE MINUTES

Thursday, May 5, 2005

11:15 A.M., CN301

Present: Rick Beck, Ellen Boswell, Gail Bruce-Sanford, Jennifer Caine, Linda Curran, Joan L. Foster, Kathy Heyl, Roberta Hills, Frieda Holley, Larry Langton, Stephanie Moran, Abel Moreno, Ann Murphy, Julie Strasheim/Cathy Lucas, Ellen Susman, Hal Tamblyn,

Absent: Jeff Johnson, Vonda Knox

1. The minutes of the April 28, 2005 meeting were approved with the change that Stephanie had not contacted Percy Morehouse about the part-time contract, only Lee Combs.
2. *Collecting data on the degrees of part-time faculty:* Stephanie Moran reported that
  - a. All the existing data on part-time faculty have now been entered into Banner. Transcripts are not in the files of 650 part-time faculty. Some of these faculty may not be teaching at MSCD at the present time.
  - b. Human Resources and IT will run lists by department. The lists will be sent to the deans and associate deans. Faculty who are no longer teaching at the college will not be asked for transcripts; the Dean's Offices will screen the lists to determine current part-time faculty.
  - c. The new contract has been placed on the HR website.
  - d. If Helen Fleming receives an official transcript directly from the sending institution, she will send copies to the department.
  - e. As we go forward, HR will be keeping track of new part-time faculty who have not submitted official transcripts. The lists will be sent to the deans in a timely manner.
  - f. The policy recommended by the Steering Committee that states that part-time faculty will not be given a second contract until official transcripts are received needs to be approved by the Vice President and placed in the *Part-Time Faculty Handbook*. Frieda will ask Joan M. Foster for her approval of the policy and permission to place the statement in the *Handbook*.
3. Committee members discussed Draft Three of the "Self-Study Plan for the 2007 HLC-NCA Visit." The recommendations/suggestions will be shown in Draft Four. Some highlights of the discussion:
  - a. A connection between assessment and the curriculum process should be made. Members of the curriculum committees should perhaps be asked to attend a workshop on assessment.
  - b. Various campus groups should be surveyed, especially about shared governance. The campus groups could devise their own surveys as long as the needs of the Steering Committee are met.
  - c. The Equal Opportunity Office keeps its own data, and those data are not in Banner for privacy reasons. The keeping of separate records may be the source of confusion about faculty data. Also, determining reassigned time can be difficult. That information is also not in Banner. There is interest in populating the Faculty Workload portion of Banner.

4. Summer meeting times were discussed. Late Wednesday afternoon and Friday between 10:00 and 11:00 seem to be the only possibilities.