

NCA STEERING COMMITTEE MINUTES

Thursday, May 12, 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, Jeff Johnson, Abel Moreno, Ann Murphy, Julie Strasheim/Cathy Lucas, Ellen Susman, Hal Tamblyn, Vonda Knox

Absent: Stephanie Moran, Larry Langton

1. The minutes of the May 5, 2005 meeting were approved as written.
2. *Collecting data on the degrees of part-time faculty:*
 - Stephanie Moran communicated by e-mail that reports on part-time faculty who lack transcripts have been run and are being sorted by department. The reports should arrive at the deans' offices within the week.
 - Frieda Holley mentioned that VP Joan Foster had approved the policy that states that part-time faculty will not be given a second contract until an official transcript has been received. After precise wording of the policy is determined, the policy needs to be circulated to faculty and also placed in the *Part-Time Faculty Handbook*. Frieda was told that Stephanie was working on the wording of the official policy statement.
3. Committee members discussed Draft Four of the "Self-Study Plan for the 2007 HLC-NCA Visit." The recommendations/suggestions will be shown in Draft Five. Some highlights of the discussion:
 - a. We should consider examining the enrollment of MSCD students in pooled UCD courses. Is there an academic need we are not meeting, other than a scheduling need? Looking at pooled courses from another angle, are we meeting a UCD student need (other than for athletic courses)? Ellen Boswell will provide a list of who is taking what.
 - b. There should be some review of the distribution of resources within the college.
 - c. Individuals have already indicated an interest in serving on some of the Task Forces. Tara Tull, Emelia Paul, and possibly Kate Lutrey and Kathy Heyl are interested in the Task Force on Complaint and Grievance Policies and Procedures. The Steering Committee discussed that task force. Vanessa Anderson is in charge of SPAN. She establishes committees to deal with specific student complaints.
 - d. We might consider encouraging the review of BASE petitions to determine if any policies need to be changed. BASE is the Board on Academic Standards Exceptions.
 - e. The RUC (Room Utilization Committee) might become the Academic Space and Facilities Planning Committee. Steering Committee members on RUC were asked to place on a RUC agenda the discussion of RUC assuming the planning responsibilities.
 - f. Help with creating surveys could be provided by Institutional Research and psychology faculty.
4. The Committee decided to meet from 3:30 to 5:00 pm on Wednesdays during the summer.