

NCA STEERING COMMITTEE MINUTES

Wednesday, June 1, 2005

3:30 P.M., CN301

Present: Rick Beck, Ellen Boswell, Gail Bruce-Sanford, Joan L. Foster, Kathy Heyl, Roberta Hills, Frieda Holley, Jeff Johnson, Stephanie Moran, Abel Moreno, Ellen Susman,

Absent: Linda Curran, Jennifer Caine, Larry Langton, Ann Murphy, Julie Strasheim/Cathy Lucas, Hal Tamblyn, Vonda Knox

1. The minutes of the May 12, 2005 meeting were approved with the following corrections. Vanessa Anderson is in charge of SPAN, not Emelia Paul. #3.e needed to be rewritten for clarity.
2. *Collecting data on the degrees of part-time faculty:*
 - The reports on part-time faculty who lack transcripts seemed not to have been sent out due to the marriage of the staff person. They will arrive shortly.
 - The human resources website is now up-to-date with the new contract and new procedures.
 - Kathy Heyl reported that the new contract form was working well in the School of Professional Studies.
 - Stephanie will be working on the wording of the official policy statement that part-time faculty will not be given a second contract until an official transcript has been received. She did not know she was assigned that task until she read the minutes of the meeting.
3. Postponing the accreditation visit was discussed briefly; the reason for the delay being the change in the administration. At this point in time, the Committee saw no need to ask that the visit be postponed.
4. Committee members recommended that President Jordan be asked to meet with the Steering Committee to discuss planning and the role and mission statements. Frieda will draft a formal invitation.
5. Frieda handed out copies of Chapter 7.2 from the HLC *Handbook of Accreditation*, which is titled "Seeking Approval of Proposed Changes." This section describes what MSCD must do to ask for a "Change Request." Frieda noted that MSCD may want to make a change request not only for offering programs using distance delivery (online), but also for offering "five or more courses at an international site," e.g., London Semester. She mentioned that when seeking a change request for distance delivery, usually only specific programs are mentioned – those that can be offered in that manner. For example, MSCD might ask for a change to offer social work by distance delivery and that would be the only program.
6. Committee members discussed Draft Five of the "Self-Study Plan for the 2007 HLC-NCA Visit." The recommendations/suggestions will be shown in Draft Six. Some highlights of the discussion:
 - a. The implications of focusing the college's planning and decision making on "student learning" was discussed. How does that differ from what we do now? Does a commitment to retention indicate a commitment to student learning, especially if the

college tries to provide some development opportunities that are also provided by the community colleges. Does student enrichment contribute to student learning? It was decided that it does. The focus on student learning will be discussed at the next meeting.

- b. We should assign a task force the responsibility of obtaining evaluations of MSCD graduates who attend graduate school at nearby institutions.
- c. The timelines for completion of self-study tasks were changed to enable more contributions from the college community.