

NCA STEERING COMMITTEE MINUTES

Wednesday, June 8, 2005

3:30 P.M., CN301

Present: Rick Beck, Ellen Boswell, Linda Curran, Joan L. Foster, Kathy Heyl, Roberta Hills, Frieda Holley, Jeff Johnson, Vonda Knox, Stephanie Moran, Ann Murphy, Julie Strasheim/Cathy Lucas, Ellen Susman, Hal Tamblyn

Absent: Gail Bruce-Sanford, Jennifer Caine, Larry Langton, Abel Moreno

1. The minutes of the June 1, 2005 meeting were approved with the following correction remembered by Frieda after the meeting:

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.
2. *Collecting data on the degrees of part-time faculty:*
 - The reports on part-time faculty who lack transcripts should be out by the end of the week. Human resources decided to check to see if transcripts could be found in another location, which caused a delay in sending out the information.
 - Stephanie will work with others to clarify the procedures for hiring part-time faculty, especially parts connected with obtaining transcripts.
 - Kathy Heyl reported that a number of official transcripts were being sent to HR from 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.
3. A draft letter to President Jordan asking him to visit with the committee was discussed and several suggestions were made. Frieda will revise the letter.
4. Frieda handed out a document on Criterion Five, Engagement and Service. Committee members discussed the Criterion Five document along with Draft Six of the "Self-Study Plan for the 2007 HLC-NCA Visit." The recommendations/suggestions will be shown in Draft Seven. Some highlights of the discussion:
 - a. The Annual Reports being written by academic departments will contain much of the information requested for the Self-Study. The Steering Committee should make suggestions for changes in the Annual Report format for next year so that the HLC-NCA needs would be met as much as possible through the Annual Reports.
 - b. It was noted that there are units in schools that are not in departments, e.g., the Center for Mathematics, Science and Environmental Education. We want to be sure to mention them in this process.

- c. We will not need up-to-date faculty resumes until the fall of 2006. We should not ask for resumes now.
- d. The meaning of “constituents,” “communities,” and “service learning” were discussed. We need to identify MSCD’s constituents and communities. Service learning was frequently discussed at the HLC-NCA Annual Meeting.