

NCA STEERING COMMITTEE MINUTES

Wednesday, August 3, 2005

3:30 P.M., CN301

Present: Ellen Boswell, Jennifer Caine, Linda Curran, Joan L. Foster, Kathy Heyl, Frieda Holley, Jeff Johnson, Vonda Knox, Larry Langton, Abel Moreno, Ellen Susman, Hal Tamblyn

Absent: Rick Beck, Gail Bruce-Sanford, Roberta Hills, Stephanie Moran, Ann Murphy, Julie Strasheim

1. The minutes of the July 27 meeting were approved with no changes.
2. *Meeting with Ingrid Walker, HLC-NCA liaison:* The committee discussed asking Ingrid Walker to visit the campus. Committee members did not have a specific reason to ask her to visit, and it was decided that when the HLC-NCA Website was up, we would send her the url and then ask if she had any concerns. President Jordan should make the final determination about her visit. Frieda and Linda were not sure she could advise relative to online education.
3. A possible date for Dr. Jordan's meeting with the Steering Committee has not been set. He wants to discuss the revised role and mission statement with VP Foster and Frieda before the meeting. We should probably wait for two weeks since a number of Steering Committee members are on vacation.
4. *Report of the Discussion of the Self-Study with the Academic Council:* Academic Council members did not express undue concern over the creation of college-wide committees/task forces to be assigned specific tasks. Some members of the Academic Council made recommendations and/or volunteered to be on some of the suggested task forces or committees.
5. *Discussion of the proposed college-wide committees:* The composition and possible members for the college-wide committees and task forces were discussed. The results can be seen in Draft Twelve of the Self-Study Plan.
6. *Meeting with Joan Foster's sister:* Linda and Frieda had met with Joan L. Foster and her sister, Mary Lou Mosley. Mary Lou had been involved in the self-study at her community college, Paradise Valley Community College. PVCC's visit was last spring, and they used the new criteria. Frieda, Joan, and Linda learned that:
 - a. Most of the emphasis was placed on assessment and planning, Criteria Two and Three. Little emphasis was given to role and mission, Criterion One. Mary Lou's institution was praised for its out-of-class assessment, but will have a focused visit on its assessment of general education and academic programs. They did not have an established program review process.
 - b. Mary Lou provided Linda and Frieda with several helpful documents, including information on the Resource Room, and a copy of their self-study on a CD. Regarding the Resource Room, Mary Lou mentioned that having most documents electronically was not that beneficial since most members of the team did not have time to review materials before they arrived on campus. They liked to review the hard copies.

- c. At first PVCC ignored the “Examples of Evidence” provided by the HLC. The HLC staff liaison told them that was a mistake. PVCC faculty and staff needed to address as many “Examples of Evidence” as they could.
 - d. They were advised to write the self-study addressing the criteria and criteria components in order even though that makes the self-study very repetitive. Their self-study was considered to be too long. (Frieda still does not like that thought.)
 - e. Members of the HLC team visiting PVCC asked random faculty about the assessment of general education. It is very important that MSCD faculty be aware of the college’s assessment activities – both assessment of general education and of the major.
7. *Meeting about General Studies and the Multicultural Requirement:* Frieda, Linda, and Joan M. Foster met with Hall Nees and Pat Tucker about the assignments in the Self-Study Plan that relate to General Studies and the Multicultural Requirement. Hal and Pat were comfortable with what is written in the Plan and believe that the existing committees can handle the assignments. They admitted they did not know how MSCD’s General Studies Program is assessed, which, in light of 6.e above, indicates we have work to do to educate faculty on what is happening relative to General Studies assessment. Frieda and Linda will work with Pat and the Senate Curriculum Committee on possible minor changes to the Senior Experience requirement.
 8. *Report of the Web Site:* The Web site is essentially completed. Frieda is learning how to put documents on the Web site. It should be ready for Production soon.
 9. *Planning:* Frieda mentioned that Joan M. Foster was interested in being sure the Steering Committee was involved in planning. Several members indicated their interest in planning: Linda Curran, Hal Tamblyn, , Ellen Boswell, Kathy Heyl, Abel Moreno, Ellen Susman (later in the fall semester), and Rick Beck.
 10. *Fall Meeting Times:* The “plan” is that the Steering Committee will meet just monthly during the academic year since Steering Committee members will be serving on task forces and/or working on other aspects of the Self-Study. Members were encourage to fill out the form indicating when they could meet. They were also urged to indicate to Frieda the Self-Study task forces/committees that interested them.