

Self-Study Steering Committee
Meeting Notes
Wednesday, September 15, 2004
2:00 - 2:50 p.m.
Peace Garden Room

Members Present: Karen Bjellum, Susan Bornsen, Gary Clambey, Jim Deal, Kathy Enger, Doug Freeman, Dean Gross, Bob Harrold, Charles Harter, Kate Haugen, Sandra Holbrook, Pam Hommen, Marie Hvidsten, Virginia Clark-Johnson, R.S. Krishnan, Prakash Mathew, Mary McDonald, Nancy Mueller, Laura Oster-Aaland, Debb Pankow, John Q. Paulsen, Larry Peterson, David Rider, Deanna Sellnow, Kay Sizer, Bill Slinger, Kerri Spiering, Sandy Sprafka, Jaclynn Davis Walette,

Absent members: Thomas Barnhart, Ray Boyer, Tom Bremer, James Council, Jim Deal, Lynn Dorn, Colette Erickson, Sherman Goplen, Valrey Kettner, Nancy Olson, Carolyn Schnell, Steven Venette, David Wahlberg, Gary Wawers, Kristi Wold-McCormick, Karen Zotz.

Handouts will be mailed to the members unable to attend this meeting.

The meeting was called to order at 2:03 p.m.

- A) Agenda there were no additions or corrections to the proposed agenda.
- B) Announcements
 - 1. Sherm Goplen is the current representative from Engineering and Architecture
 - 2. Deanna will be awarding door prizes at the start of the meeting.
 - 3. Mary announced that there was a call for proposals for the NCA-HLC meeting in Chicago.
 - 4. Kären asked the members to indicate what refreshments they would prefer at future meetings of the Self-Study Steering Committee.
- C) Update on progress of Criterion Writing Committees:
 - 1. Criterion One submitted their draft August 2004. They will be adding to the report after the Open Forums.
 - 2. Criterion Two is making progress despite the loss of 3 members.

3. Criterion Three has lost members also. Gary Clambey indicated that they have received data from the Office of Institutional Research and Analysis and will be contacting the Office of Accreditation and Assessment for information on the evaluation of student learning.
4. Criterion Four has also lost members and they are currently working on Expanding and updating their report.
5. Criterion Five has submitted the initial draft of their report and they are preparing for the Open Forums. Laura Oster-Aaland stated that they welcome feedback from the other criterion groups. She added that more Strategic Plans will be added as they receive them from the different colleges and departments.

D) Discussion of draft versions of the "Table of Contents" and Chapter 1.

1. Chapter One will consist of a short history of NDSU, recent changes, and responses to the concerns and suggestions of the previous team of Consultant-Evaluators.
2. No changes were suggested for the Table of Contents. The draft document will be forwarded to Diane Nyhammer, our liaison from the Higher Learning Commission.

E) The goals for this semester were reviewed. The goals include:

1. Each criterion group will present an advanced, descriptive draft to the Self-Study Steering Committee for discussion.
2. Any substantive changes proposed by the members of the Self-Study Steering Committee will be discussed by the Criterion Writing Committee before the draft is presented at two Open Forums.
3. After the Open Forums have been completed for each chapter, a revision will be developed, posted to the web, and used by the Self-Study writer.
4. Additional faculty, staff, students and administrators may be added as "ad hoc" members (resource persons) to the criterion writing committees as needed. The purpose of adding resource persons is to provide additional expertise, knowledge, and critical mass to each writing project.

The Open Forums for Criterion Five and Chapter 1 will be held on October 4, @ 1:30 - 2:30 p.m. in the Peace Garden and October 7, @ 2:00 - 3:00 p.m. in the Peace Garden.

Advertising will be through the following methods:

- Electronically - Faculty, staff, and student LISTSERVs,
- It's Happening,
- Spectrum, and
- Campus mail to faculty. Additional fliers will be provided for Student Affairs.