

## Steering Committee Minutes 1-20-03

Those present in Hickman Dining room (4 pm) included the following individuals: Barry Backhaus, Bill Deeds, Ron Jorgensen, Mary Leida, Lillian Lopez, Georgie Mrla, Steve Nimmo, Cathee Phillips, John Pinto, Tom Rice, Shari Tramp.

The minutes of the previous meeting were approved as presented.

### ANNOUNCEMENTS:

1. The evidence room has been set up in the Conference Center, SE corner. It includes boxes labeled for each subcommittee and a table and chairs suitable for working in that room. Subcommittees could meet there if they need to refer to compiled evidence. Each subcommittee chair has keys.

Each subcommittee is requested to post a list of evidence on the outside of their box and to send a copy of that list to Nimmo and Leida for their information.

2. The co-chairs urge subcommittees to identify questions appropriate for wide distribution to faculty, staff, students, and selected alumni. We would like to survey this large population only once, but we value their input. A combined survey from all subcommittees will also raise awareness of the self-study process and the upcoming HLC site visit (February 2004). Steve Nimmo will distribute a sample survey to each subcommittee for their analysis; our survey does not have to be this lengthy. Please forward questions for this combined survey to Nimmo or Leida by e-mail by MONDAY, FEBRUARY 3, 2003.

### SUBCOMMITTEE REPORTS

Chapter 2 – Response to previous NCA report. Members of this committee are reviewing the last self-study (1992) and the HLC report after the last site visit; they are preparing a list of topics to be addressed in this chapter (outline for the chapter). One or two members may still be added to this subcommittee. Bill Deeds reports that he anticipates easy access to any data or evidence needed to support this chapter.

Chapter 3 – GIRs. No report available.

Chapter 4 – Criterion 1. John Pinto reported that this subcommittee has decided on the process they will use to complete their task. They are looking at examples from self-studies from other institutions. Next they plan to devise a purposes statement for Morningside College, to be reviewed by the Steering Committee and other campus bodies. They anticipate a top-down (looking at the new mission/vision statements) and bottom-up (looking at departments and their goals) analysis. In addition they will contribute questions to the combined survey.

Chapter 5 – Criterion 2. Ron Jorgensen reported that subcommittee members are busy with their assignments, either collecting or analyzing data. They are also reviewing Morningside's last self-study and those of other institutions. They have set the target date of February 3 for their first rough draft.

Chapter 6 – Criterion 3. Tom Rice reported some concern by his committee that the scanner might not be ready in time to analyze student evaluations of core courses. Nimmo assured him that the problem has been identified, manuals have been located, and that the scanner will be reprogrammed in the near future. Minutes of meetings of this subcommittee are on file in the Academic Dean's office. Members are actively pursuing data sources and compiling evidence.

Chapter 7 – Criterion 4. Report not available.

Chapter 8 – Criterion 5. Report not available.

Some members of the Steering Committee (absent today) have requested that meetings be rescheduled. After some discussion, we discovered that no one day of the week will be open for all committee members. As a compromise, some of the meetings will remain as scheduled and some will be moved to Tuesdays (Feb. 11 instead of Feb. 10 and Mar. 25 instead of Mar. 24).

Steering committee members were reminded of the timeline set for the self-study.

We were encouraged to find that subcommittees are finding the kind of data and evidence that they need to write their sections of the reports.

The group charged the co-chairs to begin publicizing the work of the Steering Committee. Some suggestions included sharing what has been done at Administrative Staff meetings and Faculty meetings and contacting the student newspaper.

An up-to-date roster of subcommittee members will be added to the Self-study webpage.