

Steering Committee Minutes 5-07-03

Those present in Walker Science 160 (beginning 3:30 pm) included the following: Bill Deeds, Terri Curry, Mary Leida, Lillian Lopez, Steve Nimmo, John Pinto, Tom Rice, Beth Sibenaller, Glenna Tevis, and Cindy Welp.

Steve Nimmo chaired the meeting, following an agenda that was previously distributed by e-mail to Steering Committee members. Minutes of the April meeting were approved.

1. Is everyone able to get to the HLC site on Blackboard to review documents? Two members reported difficulty; Steve Nimmo will help them at a later date.
2. Each draft chapter will be reviewed by the Steering Committee. Today ...the GIRs.
 - GIRs may go in the Appendix, depending on the flow of the final narrative. One report viewed at the annual meeting was organized this way.
 - Steering committee consensus was to minimize the use of direct quotes.
 - The source for the information included in the explanation for each of the 24 GIRs should be placed in parentheses. For example: (Morningside College Catalog 2003-2004). All sources are assumed to be in the Resource Room unless otherwise stated. For example, reports from the Summer 2000 Task Force activities are confidential and will remain in the Academic Dean's Office. We will provide hot links to much of the information in the Resource Room.
 - If the composition of the board is a positive characteristic of Morningside, we should highlight it here or in Chapter II.
 - The number of part-time faculty and the composite FTE provided by part-time faculty should be included under 9. Vivian Isaacson should be consulted for the definition for terminal degree used here at Morningside.
 - We will refer to each of the general studies curricula by year passed by the faculty throughout the Self-Study.
 - Any information cited by page from a source that is updated this summer or early fall must be updated next fall. For example, the catalog that will be the official resource for the Site Team will be the 2003-2004 version.
 - We can evaluate our performance based on external 'yardsticks', when possible.
 - Specific url's should be provided when links are not available on our webpage.
 - Several other items were drawn to the attention of the subcommittee.
 - A final statement, that we meet all 24 GIRs, was suggested as a brief conclusion.
3. A summary of the Alumni Survey was distributed.
4. Future meeting dates were discussed. By consensus of those present, we agreed to meet weekly as we review chapters, to meet the July 1 deadline for sending the draft to an outside editor. Meetings are tentatively scheduled for Wednesdays from 10 am to noon, in Walker Science 160. The focus for the next two meetings was established:

May 14 – Criterion I (J. Pinto) and May 21 – Changes since the last NCA visit (B. Deeds)