

The following members were present when the meeting convened at 4 pm in Hickman Dining Room:

Barry Backhaus, Bill Deeds, Ron Jorgensen, Mary Leida, Lillian Lopez, Steve Nimmo, Cathee Phillips, John Pinto, Tom Rice, Beth Sibenaller, Shari Tramp, and Cindy Welp.

Those unable to attend included Terri Curry, Georgie Mrla, Laura Pinto, John Reynders, and Glenna Tevis.

The minutes from September 23, 2002, were approved as distributed.

The first order of business was to examine the revised self-study outline. More details were added after consultation with Bob Appleson from HLC. The names of the chairs of the subcommittees responsible for each major chapter were inserted. The revised self-study outline was then approved.

Some general questions were raised and points clarified:

1. Each subcommittee will write the first draft of their respective chapters.
2. Leida and Nimmo will develop a style sheet so draft chapters are consistent. Cathee Phillips and subcommittee chairs were asked to send suggestions to Mary Leida so the style sheet can be as complete as possible.
3. Some steering committee members went to AEA 12 on October 25 and heard a presentation by Cecelia Lopez; all her papers are available on the HLC website. Those who attended this presentation may serve as resources to the subcommittees. Attendees include: John Pinto, Larry Sensenig, Daria Bossman, Andy Heiser, Steve Nimmo, Patrick McKinlay, and Esther D'Agrosa.
4. The following URLs can be used to access further examples of recent self-study reports:

Northeastern State University in OK: <http://www.nsuok.edu/nca/report.html>

St. Louis University: <http://www.slu.edu/nca/>

St. Norbert in WI: <http://www.snc.edu/psyc/konshavn/nca/>

Southeast Missouri State: <http://www2.semo.edu/provost/nca/final/>

Shepherd College in WV: <http://www.shepherd.wvnet.edu/aaweb/ncaorg.html>

University of Oklahoma: <http://www.ou.edu/ncaselfstudy/>

5. The current membership of subcommittees is at the end of the minutes.
6. The resource room will be a physical location where we document the self-study report. All information cited in the report will be located in this room and should be highly organized and indexed.
7. The Eudora alias for steering committee members follows:

bbackhaus@firstfederalbank.com  
curryte@morningside.edu  
deeds@morningside.edu  
gam001@morningside.edu  
jorgensenr@morningside.edu  
leidam@morningside.edu  
lopez@morningside.edu  
nimmo@morningside.edu  
phillips@morningside.edu  
pinto@morningside.edu  
pintojl@msn.com  
reynders@morningside.edu  
rice@morningside.edu  
sibenaller@morningside.edu  
tevis@morningside.edu  
tramp@morningside.edu  
welp@morningside.edu

#### Reports from subcommittees:

Chapter 2 Response to 1994 report this group has been having virtual meetings and is starting to collect information.

Chapter 3 GIRs this group has met twice and has divided up responsibility for each item on their list. They have discussed what they have found and are beginning to write a first draft. (SUGGESTION: can we post what they have found so other can see what is already available?)

Chapter 4 Criterion 1 this group has not yet met but will soon.

Chapter 5 Criterion 2 this group has also divided up responsibility for various categories and is investigating what information is available.

Chapter 6 Criterion 3 a new chair has just been appointed for this subcommittee; they will meet soon.

Chapter 7 Criterion 4 no report since the chair of this subcommittee was unable to attend.

Chapter 8 Criterion 5 this group has also assigned responsibilities to members.

REMINDER: Let Steve Nimmo and Mary Leida know what information you have collected and what you think you will need. We want to coordinate requests for information so that we do not ask the same constituents for the same information over and over. Also, we will try to design a form for uniform reporting of data when we see what data will be collected and used.

Subcommittees are reminded of our tight timetable. Drafts of reports must be written in spring 2003 and include data from 99-00, 00-01, 01-02. However, each subcommittee should continue to collect data for 02-03; an addendum to our self-study report can be filed if necessary.

Next, members of the steering committee participated in an exercise to rank the campus involvement in assessment at Morningside. We agreed that we are at a low level, but that some activities are taking place.

Finally, we discussed the role of the Steering Committee in communication of the self-study process. Publicity and communication will primarily be Steve and Mary's job, but all members of the steering committee and subcommittees can help by discussing their work with their peers. Also, suggestions for publicity are welcome!

Some ideas shared included placing a banner on the web portal, putting up posters around campus (HLC is coming ... and a few weeks later add a definition of what HLC is and why it is important), and asking one of the mass communication classes to design a campaign to communicate with students.

We will meet as a steering committee once more this fall, probably before Thanksgiving break.

# Subcommittees & Members

## **Concerns**

Bill Deeds, Chair  
John Reynders  
Terri Curry  
Vivian Isaacson  
Mary Peschek  
Patrick McKinlay

## **GIR's**

Glenna Tevis, Chair  
Vivian Isaacson  
Paul Treft  
Mary Peshek  
Megan Cloud (student)  
Tom Curry (tentative)

## **Criterion I**

John Pinto, Chair  
Cathee Phillips  
Michelle Venable-Ridely  
Dean Stevens  
Doug Livermore  
Sue Cutler  
Jim March

## **Criterion II**

Ron Jorgensen, Chair  
Tom Rice  
Ros Smith  
Daria Bossman  
Cindy Welp  
Kirk Johnson  
Paul Treft  
Jim Cornelia

## **Criterion III**

Tom Rice, Chair  
Lillian Lopez  
Kathy Buchheit  
Esther D'Agrosa  
Laura Pinto  
Georgie Mrla  
Andy Heiser  
Jane Hey  
Shari Benson

## **Criterion IV**

Terri Curry, Chair

## **Criterion V**

Beth Sibenaller, Chair  
Sue Pyburn  
Vivian Isaacson  
Mary Krejci  
Cindy Welp  
Eric Canning