Steering Committee Minutes  
December 2, 2005  
BAC Room 206/ 1-3 p.m.

Present: Karen Pugliesi, Kathy Cruz-Uribe, Tom Paradis, Anna-Marie Aldaz (via phone), Sarah Bickel, David Camacho, John Campbell, Don Carter, Joe Collentine, Bruce Fox, Susanna Maxwell, Mary Reid, Wayne Sjoberg, Diane Verkest, Angela Willeto, Karen Appleby, Christy Arazan, Becky Butcher

Excused: Betsy Putman, Ryan Rodriguez, Stephanie Jacobson, Fred Hurst, Deborah Harris, Brandon Cruickshank, Pat Haeuser.

1. Mission and Strategic Questions Overview
   - Kathy opened the meeting with leading a discussion on the handout, *Mission and Strategic Questions Overview: Potential Themes for Self-Study*, (see handout) which was a compilation of the responses to the “Distinctive Identity Marker” (orange sheet) exercise done by Steering Committee members as well as Task Force members. At Friday’s meeting, Steering Committee members that responded in the discussion were: Bruce Fox, Joe Collentine, Karen Appleby, Sarah, Bickel, David Camacho, Don Carter, Christy Arazan, and Tom Paradis. Additions and edits that were suggested by the group to the *Mission and Strategic Questions Overview* are: needs to include broader geographic boundaries; state that NAU serves the “underserved”; where does NAU fit within globalization; and connect the history of NAU with its future. Karen Pugliesi added that the themes presented in the handout are suggestions to be used in navigating through the self-study process.

2. Using the “Course Tools” for the NCA Self-Study Course
   - Becky noted that the NCA Self-Study course was an opportunity to offer a “learning culture” to all participating in the self-study process as well as a method of recording the process in order to report the process. She asked that task force co-chairs record minutes in the course, or send them to her and she’ll load them into the course. Becky also stated that task force dates and times for meetings can be recorded in the course Calendar and in Announcements. Use of Discussions was addressed by Don Carter who is co-chair of Task Force #3. Becky asked those present for a more effective/efficient manner of illustrating the course. Don Carter suggested that Discussions be entered into the course as a “content link” rather than a specific assignment. Becky will follow-up to change course assignment location.

3. Assessment Fair Planning and Updates from Task Force Co-Chairs
   - Christy presented a handout (see attached) on NAU’s Assessment Fair, to be held in April, 2006. She shared that the NCA task forces could present “findings” in poster form from their specific criterion at the fair. Follow-up information will be sent to all steering committee and task force members regarding the annual fair.
Updates from Task Force Co-Chairs: What did you learn about NAU during the last month?

- Task Force #1: Joe Collentine noted his group learned that there were many university mission statements and they wanted to know which one was the primary mission statement.
- Task Force #2: Sarah Bickel and Bruce Fox reported: PACAC had developed a set of desired student learning outcomes in technology and that copies of reprinted articles could be accessed electronically from the Cline Library.
- Task Force #3: Don Carter stated E-Learning’s efforts in supporting lower division courses.
- Task Force #4: Mark Reid reported: Cross-curricular use of technology in Forestry; consultant for College of Education’s doctoral program praised the program for having learning outcomes as well as assessments of those outcomes; and knowledge of the living/learning communities;
- Task Force #5: Susanna Maxwell shared their group learned: large amounts of reciprocal programs between NAU and the local community; that all members of the Flagstaff community have access to Cline Library resources; digital archives in the library; and how to use Native American archives. Wayne Sjoberg of task force #5 also noted in 2004-2005, the Dept. of Athletics contributed over 3,000 community service hours to the local Flagstaff community and Anna-Marie Aldaz of the same task force noted the various activities that NAU undertakes as part of its community outreach, particularly the community roundtables and service learning programs.
- Mary Reid asked the group questions and discussion was given regarding criterion 4, core component 4b (life skills evidence).

4. John Taylor visit

- Kathy reported that the HLC liaison, John Taylor, has a scheduled visit at NAU February 9th. This scheduled visit will replace the previously scheduled Steering Committee meeting for February 3rd. To date, no time has been determined for the February 9th meeting, but Kathy noted that once the time has been established all members will be notified. She also indicated that task force members will be invited to the February 9th meeting in order for all those participating in the self-study process to ask questions of John Taylor. Karen commented that both groups should come up with questions ahead of time to ask John Taylor so we could send him an idea of what will be discussed at the February 9th meeting. Karen suggested that Becky create an assignment for each task force in the course for this.