

# NCA Steering Committee Meeting

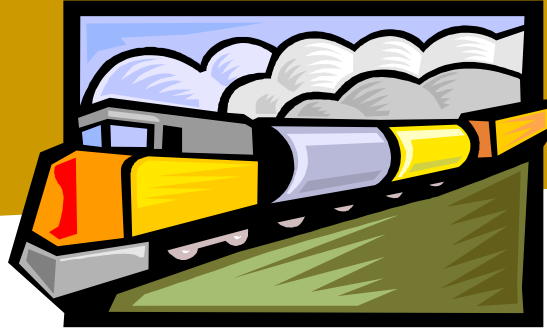
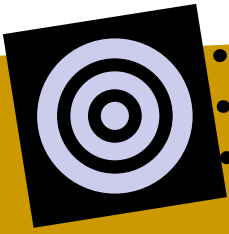


Email back your preference to  
Aletha, Steve or Gretchen  
by Noon on 9/11

*Tuesday, September 17*  
at 3:30 pm.

*OR*

*Wednesday, September 18*  
at 3:30 pm



# NCA Steering Committee Meeting

**MONDAY, SEPTEMBER 16**

**3:30 PM**

**C361 (*Electronics Lab*)**

We realize that not everyone will be able to make this meeting, but it looks as if most of us can make it at this time. We hope to make the meeting brief and productive. If you miss the meeting get the notes from your co-chair.

***Here is the agenda:***

1. How did your first meeting go? What questions do you have? Is there anything that you need?
2. How are we going to include part time employees, adjunct instructors, students and others in the self-study process?
3. Are writing committees “teams” or “committees”? What are they empowered to do?

3 p.m.

August 29, 2002

# At the Station

## Meeting Agenda



**3 p.m.** All Aboard! The train is leaving the station. Cookies and refreshments will be served in the Cafeteria.

**3 p.m.** Opening remarks Steve Pearce: *The Bad News*  
Opening remarks by Alethea Stubbe: *The Good News*  
Opening remarks by Drew Matonak: *More News.*

**3:15 p.m.** Break up into individual committees with committee chairs. The purpose of this meeting is to organize teams, discuss how to move forward with the process, and set future meeting times.

- During this semester you need to outline your section of the report, and then gather the data you need.
- Next semester you will need to write your section draft.

That's it- that's our agenda, *Alethea and Steve*

### Room Assignments for Team Meetings

Sandy & Amy	Cafeteria	Gene & Todd	A117
Kathy & Darrell	A114	Mary & Ron P.	B222
Rex & Marlys	A115	Lori & Molly	B223
Jan & Gretchen	A116	Wayne & Ron R.	A118-119

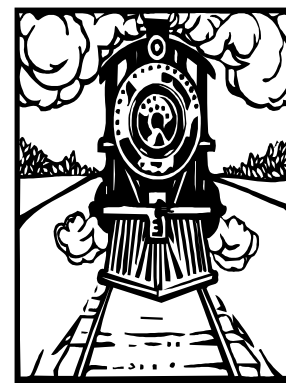
### Resource Materials

Each team now has a copy of the June 2002 revision of the proposed criteria from the NCA Higher Learning Commission web site. Since we've chosen to follow the "new" accreditation guidelines they are still subject to change.

Today you will get two additional documents that are to be used as style manuals. One is a copy of a chapter from the NCA manual that outlines a good report. Please read it carefully, it will help your committee as you develop a self-assessment plan.

The second document is the rough draft of a style manual to help you with formatting the report as you write. There may be some changes to this as we work through the process, but it is a good beginning point.

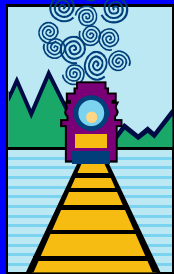
Finally, examples of self-studies, the Assessment handbook and other resources are available in the Library.



The Next Edition of the *NCA Committee Alert* will be in your email boxes the middle of September !

NCA COMMITTEE MEMBERSHIP ANNOUNCED!

# NCA Fall Kickoff!



# NCA Committee Alert!

## THE TRAIN IS COMING! NCA headlights seen in tunnel

*By Steve Pearce, NCA Steering Committee*

It doesn't seem possible, but we are due for another visit from our friends at NCA in 2004. I know that it seems like we just went through this, but it was eight years ago that we received our last accreditation

2004 may seem like that is a long way off, but we have to do some work before they get here. Several months prior to the NCA team visit we must write a comprehensive document called the Self Study.

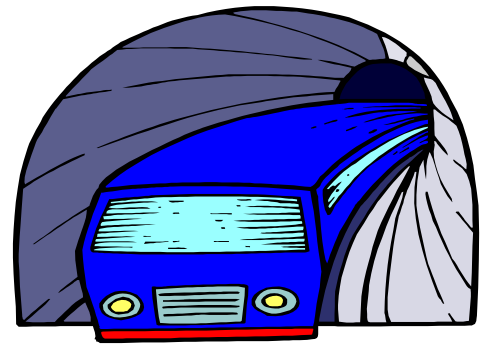
In the self study we will examine all aspects of NCC's organization and operation to identify what we are doing right, what we are doing wrong, and where we can improve. As you can imagine this will be a big effort. The earlier we get started, and the more people we involve the easier the job will be for everyone.

Writing the self study is a task we can't avoid. It is part of the accreditation process, and we must remain accredited if we want to stay in business as a college.

This will be a big job but we are blessed with wealth of talented people to

get the job done. I hope that each of you will do your best to see that we do it right, and have a successful visit from NCA. Everyone will have a chance to contribute to one or more of the committees being formed to write sections of the self study. Please choose the committee where you can give the most support.

As the NCA coordinators, Alethea and I will do our best to make sure that you have everything you need to get the job done. And we will try to make the accreditation process as fun as we can.



*Get off the tracks, and jump on board—its' the only way to survive an oncoming locomotive!*

## NCA Committee Alert!—The Newsletter

**COMMUNICATION!**

**COMMUNICATION!**

**COMMUNICATION!**

You won't be able to say that you don't know what's going on with this job. At least six times a year the Promotional Committee will be sending out a newslet-

ter to keep everyone informed about the many activities and deadlines.

This is the first issue, and the second will be out before the end of Summer School. We will send it out electronically in color—and black and white copies will be put in your mail boxes. No complaints—we are in a budget crunch!

### Inside this issue:

NCA Committee Structure	2
Committee Organizational Chart	2
Committee Descriptions	3
Self-study Flow Chart	3
NCA Flow chart	4
Parting Thoughts	4

### FYI...

- Examples of self-studies, the Assessment handbook and other resources are available in the Library.
- Steve Pearce is temporarily located in an office without a room number in Building C.
- Alethea is off campus this summer, but is checking her email messages.

# COMMITTEES FOR 2004 NCA REPORT ESTABLISHED

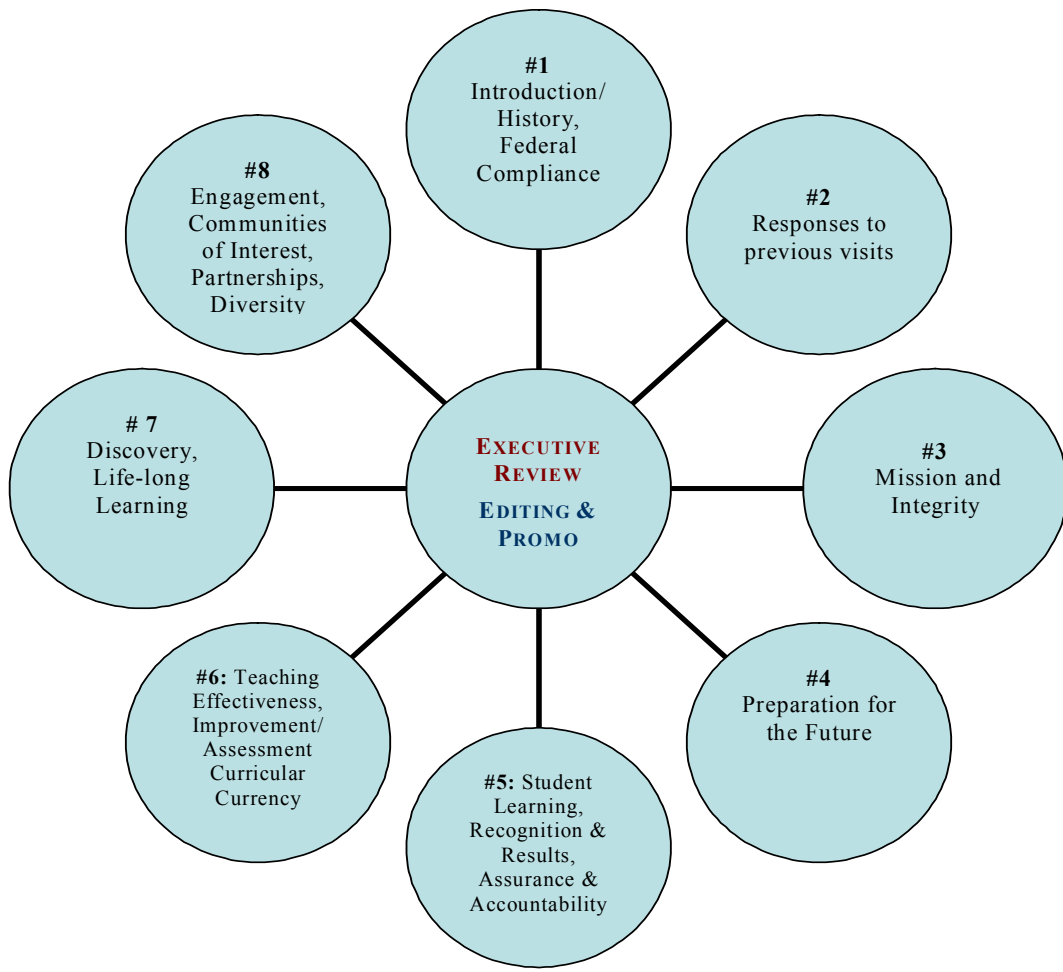
The NCA Committee Structure has been established to write the NCA report that is due in the Fall of 2004.

Alethea Stubbe and Steve Pearce are serving as Co-coordinators. They will be responsible for planning all NCA activities, and for coordinating and facilitating all the activities of the committees.

A total of ten committees were established to collect data, write various sections of the report, edit the report and to publish this newsletter. Heads of these committees will make up the steering committee. Eight of the committees are considered "writing" teams and will each be responsible for one section of the self-study.

COMMITTEE	COMMITTEE CHAIRS
Steering	Coordinators & Writing Chairs
Executive	Executive Council
Editing / Promo	Alethea Stubbe, Rhonda Pennings, Gretchen Bartelson, Steve Pearce
#1	Amy Jurens & Sandy Bruns
#2	Kathy Brock and Darrell Zoch
#3	Rex Weber and Marlys Schwebach
#4	Jan Snyder & Gretchen Bartelson
#5	Gene McDaniel & Todd Huesman
#6	Mary Mohni & Ron Plum
#7	Lori Punt & Molly Galm
#8	Wayne Reed & Ron Robinson

## Organizational Chart



# ALL Aboard!



*Now is the time for all good NCC employees to come to the aid of their NCA team.*

You are being asked to let the steering committee know which of the 8 writing committees you want to serve on.. This part is pretty easy (and painless).

*Here's what you do:*

- e-mail Steve Pearce at [spearce@nwicc.edu](mailto:spearce@nwicc.edu) by June 30 with your top three picks.
- Rank them, and the Steering Committee will try to put you on one of your three choices.
- Remember, if you don't volunteer, you will be volunteered.
- If you don't know what a committee does, call one of the chair members (page 2) and ask them!

You can volunteer for any of the following:  
*(Sorry the Executive Council is not an Option!)*

- #1. Introduction/History, Federal Compliance.
- #2. Responses to previous visits.
- #3. Section: Mission and Integrity
- #4. Section 2: Preparation for the future.
- #5. Section 3A: Student Learning, Recognition and Results, assurance and Accountability
- #6. Section 3B: Teaching effectiveness, Improvement, Assessment, Curricular Currency
- #7. Section 4: Discovery, Life-long Learning
- #8. Section 5: Engagement, Communities of Interest, Partnerships, Diversity

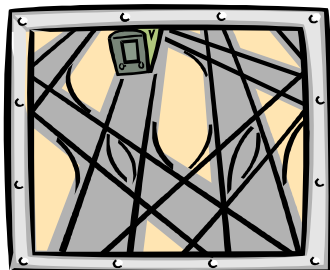
**Free Offer**

## Pick a Committee!

What a deal! At absolutely **NO COST TO YOU**, you have the opportunity to tell the Steering Committee what committee you want to serve on.

We promise to do our best to give you one of your three choices, *although we will not guarantee your first choice.*

*Just remember, if you don't choose a track and train, we will send you to a destination of our own choosing!*



*Where is your train going?  
Get on the right Track Today*

**TELL STEVE!**

**MY TOP THREE PICKS ARE...**

Your Name \_\_\_\_\_

First Choice:	<b>Comments:</b> All constructive comments will be attended to. Gripes being handled over lunch - <i>or just ignored!</i>
Second Choice:	
Third Choice:	

1. **No Cheating!** You can't list the same committee three times
2. **Ignoring us won't work either.** If you don't email a response, you will be put on a committee anyway!



# THE VIEW FROM THE CABOOSE



## NCA COMMITTEE STRUCTURE

### NCA COMMITTEE STRUCTURE

Althea Stubbe  
Steve Pearce

#### Committees

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

#### Additional Committees

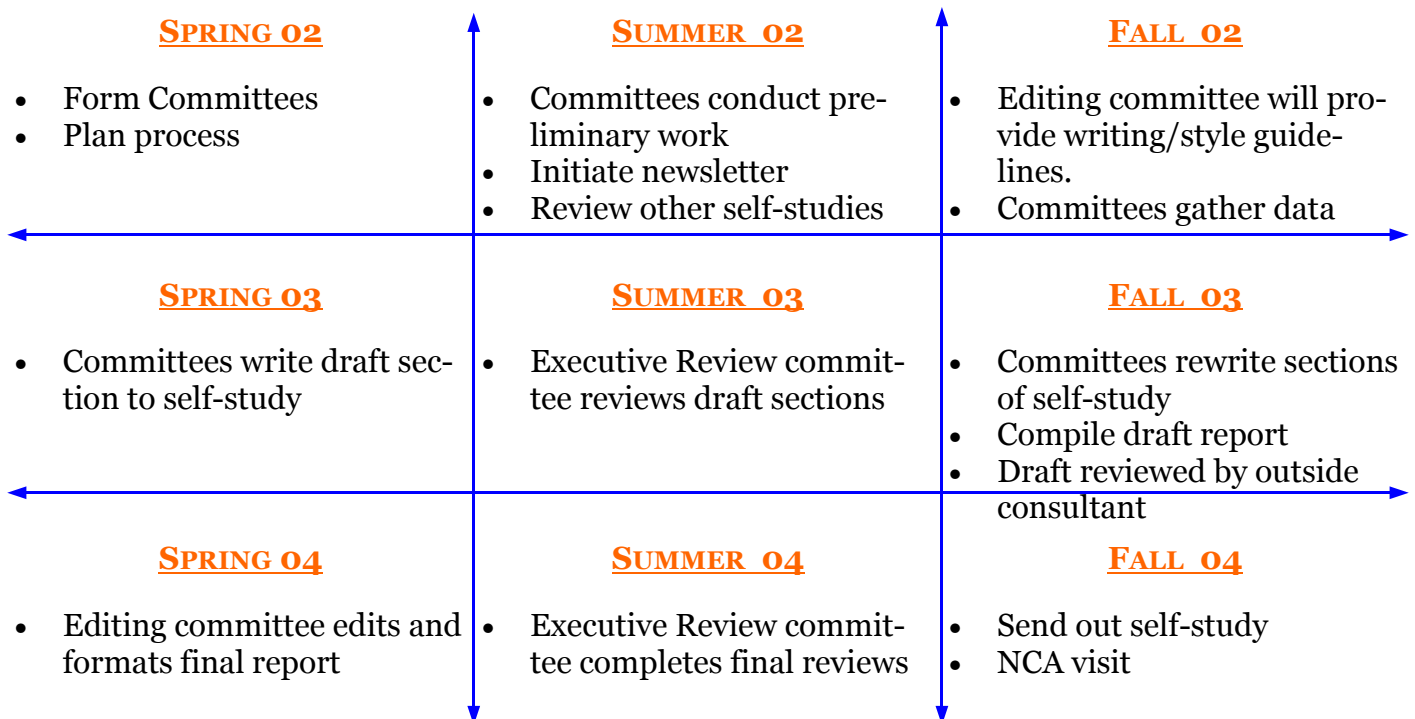
Executive Review Committee  
Editing and Promotion Committee

Telling everyone on campus that it is time to prepare for an NCA visit is comparable to announcing that the state has taken ALL of our budget, the volcano is erupting and we now have to sell pencils in the snow! The Steering Committee knows that they are taking their lives into their own hands by requesting the assistance of an overworked-and-underpaid group of people! Remember that we just 'gotta do this' and 'many hands make light work' and that this comes under '*other duties as assigned*' in our contracts too! Ideas, tips, and information for this (*slightly irreverent*) newsletter may be sent to Gretchen Bartelson at [gbart@nwicc.edu](mailto:gbart@nwicc.edu).

## WHAT'S NEXT?

The next edition of the Alert will be in your email boxes by the end of summer school and will contain your committee assignments. Set your calendars, the Fall Kickoff for the NCA Process will be **August 29!**

# NCA SELF-STUDY FLOW CHART





NCA COMMITTEE ASSIGNMENTS ANNOUNCED!

# NCA Committee Alert!

## NCA TRAIN ENROUTE TO NCC!

*The next two years are going to fly by!*

*By Steve Pearce, NCA Coordinator*

Our task this summer was to pick the committee chairs and fill out the eight writing committees. We've done this with your help.

Thanks to everyone who responded and listed your committee choices. Most people got their first choice and only a few were given their second or third choice.

The committee assignments have been approved by the Steering Committee and are listed on pages 2 & 3 of this newsletter.

Now that Summer School is winding down it is time to think about our NCA activities for the fall. The Fall Kickoff is set for August 29. Alethea and I will have a few opening remarks and then we will break up for the first meeting of the writing committees.

During the fall term committees should be gathering information, organizing evidence, and preparing an outline for their section of the self study. Some committees will easily find the evidence and information they need. Others will have to dig for it in data bases, and some will have to gather information from surveys and questionnaires they create. The task this fall is to get everything ready to start writing in the spring.

This is a big job and everyone's help is needed and appreciated. Alethea and I are here to help get you what ever you need to write the self-study.

*And the best news for me is that Alethea will be back on campus to write the next newsletter!*



**You can hear that train a comin'**  
*It's only 24 months, or 730 days until we have to have the Self-Study completed!*

## NCA Fall Kickoff—August 29

Welcome Back! It is time to get on board the NCA train ride to accreditation.

Since the first NCA newsletter there have been several complaints about this project. The Committee did look for people who weren't busy to do the self-study, but frankly they couldn't find anyone.

***Everyone is now officially a volunteer!***

The Fall Kickoff is going to be simple and straightforward. We will meet in the

Cafeteria for a few minutes of instruction from our "illustrious leaders" Steve Pearce and Alethea Stubbe. Then we will break up into our writing teams and get down to work.

As of this newsletter Steve and Alethea are not planning any elaborate PowerPoint presentations or endless overhead transparencies.

*...but there will be food!*

### Inside this issue:

NCA Committee Descriptions	2-3
NCA Committee Assignments	2-3
NCA Flow Chart & Timeline	4
View from the Caboose	4

### FYI...

- **You can't change your committee assignment without talking to all committee chairs, or without a note from your Mother.**
- **Examples of self-studies, the Assessment handbook and other resources are available in the Library.**





## #1. Introduction/History, Federal Compliance

Every good report must have a beginning, and it is the responsibility of this Team to write the document that will give our history and **EVIDENCE** of compliance to Federal regulations.

### **COMMITTEE CHAIRS**

Amy Jurens and Sandy Bruns

### **COMMITTEE MEMBERS**

- |                    |                  |
|--------------------|------------------|
| 1. Bonnie Brands   | 6. Cher Vollink  |
| 2. Rick Cannoy     | 7. Sue Harts     |
| 3. Lori Richards   | 8. Julie Mooney  |
| 4. Laura Nachtigal | 9. Sue Behrens   |
| 5. Sybil Olsen     | 10. Pat De Vries |



## #2. Responses to Previous Visits

This team will write the report that gives **EVIDENCE** of the reports of previous NCA visits, and the actions of the College to meet the changes required by those reports.

### **COMMITTEE CHAIRS**

Kathy Brock and Darrell Zoch

### **COMMITTEE MEMBERS**

- |                  |                         |
|------------------|-------------------------|
| 1. Bill Noack    | 7. Dan Reeves           |
| 2. Janet Boone   | 8. Lyle Vanden Berg     |
| 3. Phil Allen    | 9. Annette Duis         |
| 4. Aaron Dvorak  | 10. Steve Koel          |
| 5. Rodney Borer  | 11. Michelle Bahrenfuss |
| 6. Denny Wallace |                         |



## #3. Mission & Integrity

This is the first Criterion that needs to be met in the self-study. This section must include **EVIDENCE** about the mission of the College, about the institutional commitment to integrity, and evidence of effective implementation of structures and processes necessary to meet the mission.

### **COMMITTEE CHAIRS**

Rex Weber and Marlys Schwebach

### **COMMITTEE MEMBERS**

- |                             |                   |
|-----------------------------|-------------------|
| 1. Pam Kreykes              | 6. Dan Van Horsen |
| 2. Jill Collen              | 7. Sarah Fykstra  |
| 3. Brian Albrecht           | 8. Donna Pettit   |
| 4. Steve Gifford            |                   |
| 5. Jennifer Van Regenmorter |                   |



## #4. Preparation for the Future

The second criterion: Preparation for the Future, includes **EVIDENCE** that NCC has a vision for the future, has the resource base to accomplish that vision, and that sufficient evaluation and planning strategies are in place.

### **COMMITTEE CHAIRS:**

Jan Snyder and Gretchen Bartelson

### **COMMITTEE MEMBERS:**

- |                     |                    |
|---------------------|--------------------|
| 1. Laurie Edwards   | 6. Robert Hoting   |
| 2. Rod Crater       | 7. Bernice Metz    |
| 3. Kathy Feuerstein | 8. Frank De Milia  |
| 4. Colette Scott    | 9. Dave Luenberger |
| 5. Tim Floen        | 10. Terri Engle    |



## #5. Student Learning, Recognition and Results, Assurance and Accountability

The third criterion is the largest portion of the self-study, so it has been divided between two writing teams. This team will give *EVIDENCE* of student learning through data collection, assessment strategies, advising systems, etc.

### *COMMITTEE CHAIRS*

Gene McDaniel and Todd Huesman

### *COMMITTEE MEMBERS*

- |                    |                   |
|--------------------|-------------------|
| 1. Lynn Rolfsmeier | 6. Lisa Story     |
| 2. Tara Fjeld      | 7. Mark Doherty   |
| 3. Mike Oldenkamp  | 8. Karna Hofmeyer |
| 4. Mark Bohnet     | 9. Jeff McCuddin  |
| 5. Mindy Witham    | 10. Beth Pratt    |



## #6. Teaching Effectiveness, Improvement /Assessment, Curricular Currency

The 6th team will complete this report by giving *EVIDENCE* of teaching effectiveness through improvement and assessment activities and program evaluation and review.

### *COMMITTEE CHAIRS*

Mary Mohni and Ron Plum

### *COMMITTEE MEMBERS*

- |                    |                        |
|--------------------|------------------------|
| 1. Susan Tyler     | 6. Mari Beth Schneider |
| 2. Ruth Hobson     | 7. Lucy Penner         |
| 3. Tracy Lukkes    | 8. Steve Collen        |
| 4. Steve Youngs    | 9. John Jorstad        |
| 5. Connie Brewster | 10. Sue Grapevine      |



## #7. Discovery, Life-long Learning

The fourth criterion to be met in the self-study must show *EVIDENCE* that NCC provides organizational support for life-long learning, innovation in programming and curriculum, and faculty and students with an environment that encourages scholarship.

### *COMMITTEE CHAIRS*

Lori Punt and Molly Galm

### *COMMITTEE MEMBERS*

- |                       |                    |
|-----------------------|--------------------|
| 1. Brian Hoekstra     | 7. Doris Bratcher  |
| 2. Jay Kleinwolterink | 8. Ryan Steffen    |
| 3. Carl Stoll         | 9. Evan Bensley    |
| 4. Orville Ginger     | 10. Donna Reekers  |
| 5. Ardis Foreman      | 11. Scott Meinecke |
| 6. Cynthia Klatt      |                    |



## #8. Engagement, Communities of Interest Partnerships, Diversity

The fifth criterion looks for *EVIDENCE* that NCC is committed to active engagement with internal and external communities of interest to meet the changing educational needs of those groups or partners. This section will also give *EVIDENCE* of NCC's collaboration with other educational partners, and in meeting the needs of diverse students.

### *COMMITTEE CHAIRS*

Wayne Reed and Ron Robinson

### *COMMITTEE MEMBERS*

- |                       |                    |
|-----------------------|--------------------|
| 1. Woody Grabenbauer  | 7. Muryl Korver    |
| 2. Mike Pedersen      | 8. Roger Solberg   |
| 3. Scott Abbott       | 9. Sheila Arends   |
| 4. Vern Schoeneman    | 10. Pete Wildeman  |
| 5. Dave Bush          | 11. Vicki Irwin    |
| 6. Mary Jane Petersen | 12. Marilyn Stille |



# THE VIEW FROM THE CABOOSE

## NCA COMMITTEE STRUCTURE

### Steering Committee Chairs

Althea Stubbe  
Steve Pearce

### Writing Committees

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

### Additional Committees

Executive Review Committee  
Editing and Promotion Committee

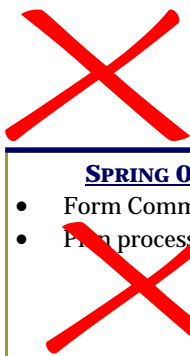
### Alert Editor

Gretchen Bartelson

Summer Break is finally here! For some of us that means much needed vacations. For the rest of the staff it is time to collect our thoughts and get ready before everyone comes back in a few weeks. Either way it is a time of rest and preparation for the 2002-2003 academic year.

There are lots of changes taking place at NCC and the campus will look quite a bit different by August. Building C should be completed and everyone located in their proper offices and classrooms. Make plans to wander over and see the transformation.

When everyone gets back, we will begin the NCA process in earnest. It will be time to brush up on our research and writing skills—remember all that stuff you hated when you were a student?! If you don't find it too much trouble, you might think about the information you will need to start gathering in September!



## MARKS COMPLETED ACTIVITIES ON THE NCA SELF-STUDY FLOW CHART

<u>SPRING 02</u>	<u>SUMMER 02</u>	<u>FALL 02</u>
<ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul>	<ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initiate Newsletter</li> <li>• Review other self-studies</li> </ul>	<ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• Committees gather data.</li> </ul>
<ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee reviews draft sections</li> </ul>	<ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> <li>• Draft reviewed by outside consultant</li> </ul>
<ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Send out self-study</li> <li>• NCA visit</li> </ul>



## NEW WORDS TO ADD TO YOUR VOCABULARY!

**BLAMESTORMING:** Sitting around in a group, discussing why a deadline was missed or a project failed, and who was responsible.

**SEAGULL MANAGER:** A manager who flies in, makes a lot of noise, dumps on everything, and then leaves.

**ASSMOSIS:** The process by which some people seem to absorb success and advancement by kissing up to the boss rather than working hard.

**SALMON DAY:** The experience of spending an entire day swimming upstream only to die in the end.

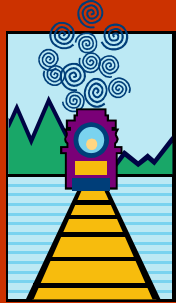
**MOUSE POTATO:** The on-line, wired generation's answer to the couch potato.

**STRESS PUPPY:** A person who seems to thrive on being stressed out and whiny.

**PERCUSSIVE MAINTENANCE:** The fine art of whacking an electronic device to get it to work again.

**404:** Someone who's clueless. From the World Wide Web error message "404 Not Found," meaning that the requested document could not be located.

**GENERICA:** Features of the American landscape that are exactly the same no matter where one is, such as fast food joints, strip malls, subdivisions.



# NCA Committee Alert!

## DESTINATION 10 YEAR ACCREDITATION

By Alethea Stubbe, NCA Steering Committee

Congratulations! The train is pulling out with *EVERYONE* aboard right on schedule! (Free tickets and food helps, we know.) We hope you enjoyed the sendoff at the train station August 29.

Thanks for showing your NCC spirit. That train whistle sounded so real! Steve is keeping that handy for whenever someone needs an extra shot of steam. (Please pardon me if I get my train metaphors mixed up now or in the future; I'm not really an engineer if you haven't noticed.)

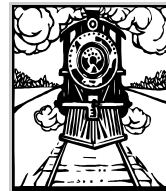
We hope you left any extra baggage at home and only took the necessities: *an analytical mind, a positive attitude, and a sense of humor to keep us on track.*

Let Steve or me know if we can provide any other supplies.

The NCA Steering Committee is made up of the committee chairpersons. They will meet again the week of September 16. This will be our forum to coordinate what's happening in the individual committees and avoid duplication of effort. That way no one will get sidetracked!

This is going to be an extraordinary journey for all of us. For a more detailed itinerary, check out the web site:

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)



*We think we can...  
Just like the little train  
that could, we can get  
this thing done.*

## The Higher Learning Commission

The Higher Learning Commission is part of the North Central Association of Colleges and Schools. The Association was founded in 1895 as a membership organization for educational institutions. It is committed to developing and maintaining high standards of excellence. The Association is one of six regional institutional accrediting associations in the United States. Through its Commissions it accredits, and thereby grants membership to educational institutions in the nineteen-state North Central region: Ar-

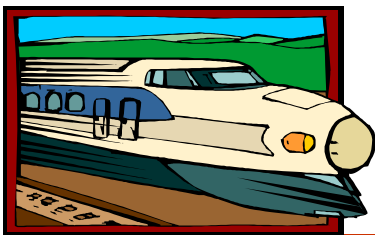
kansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.

The Higher Learning Commission is recognized by the Secretary of Education and the Committee on Recognition of Postsecondary Accreditation (CORPA, now continued under the Council on Higher Education Accreditation, or CHEA).

Inside this issue:	
Minutes	2
Adjunct Wanted	3
N'West Iowa History	4

*The Next Steering Committee meeting is scheduled for:*

**September 16**  
**3:30 pm**  
**C361 Electronics Lab**



## Our Favorite Minutes from the First Team Meetings!

**From:** Ron Robinson  
**To:** NCA Team  
**Date:** 8/29/02 4:21PM  
**Subject:** Minutes of NCA meeting

The following is a brief outline of the minutes of our NCA meeting held on August 29, 2002.....Everyone was there except, Vern Schoeneman, Marilyn Stille, Mary Jane Peterson and Dave Bush...their punishment will be determined by the rest of us at the next meeting

1. Wayne opened the meeting by turning the meeting over to Ron.
2. Ron proceeded to inform the group what our section of the NCA study is all about.....**Partnerships and collaboration with communities and services to communities**....Each Team member received the Criterion 5 hand-out which outlines our chapter focus.....**Note** , each member will be required to quote from this document any time the co- chairs call upon them.
3. During the meeting several examples of partnerships and collaboration were identified .....The assignment for next meeting will be for each of us to put together a list of things/stuff/examples, each of us knows at least something about that fits our criterion 5 focus.....For those of you who forgot what that is, it is ... **partnerships, collaboration and services to communities**.  
Woody felt he would rather be at the dentist than the

meeting so he left.

4. Wayne then spent more time than he should of on the history of the NCA from its inception in 1906.....after several **seconds** of holding everyone attention it was decided to adjourn the meeting.

Next meeting **September 26th, 2002 at 3:30 p.m. in room 122 building A**

During this meeting we will develop a final list from information provided by the group.. .....Brainstorm another possibilities and if we have enough time we may make assignments of the team to pursue certain items on the list.....but before that we will reach consensus on the punishment for the people who missed the meeting.

Wayne said we will have soda and cookies, this should get everyone there..

**Great to have all of you on the team, we are going to have fun and get our work done at the same time**

### *Trivia Question*

Why are the towns in this area of Iowa all about 7 miles apart?

## Here's What We Are Supposed To Be Doing!



### **ATTENTION ALL WRITING TEAMS** (and that means all of us)

During this semester we need to outline each section of the report, and then gather the data needed to write the rough draft. So try to keep in mind the following points:

1. We have to find **EVIDENCE**. The key to a good NCA report is to find evidence of the activities we say that we are doing. So, where is the evidence of the activities you want to include in your self-study.
2. **DON'T** assume your **CONCLUSION** until you have collected your data.

# Adjunct Wanted

## SPECIAL REQUEST FOR YOUR TALENTS!

Our comprehensive self-study report for the NCA will not be complete without input from NCC Adjunct Instructors. You play an essential role in the education process, and your expertise is needed.

If you are interested in participating on any of the writing committees, your expertise would be most welcome.

Contact Steve Pearce or Alethea Stubbe by phone or email: [spearce@nwicc.edu](mailto:spearce@nwicc.edu) or [aletheas@nwicc.edu](mailto:aletheas@nwicc.edu)

## NCA Self Study

### WRITING COMMITTEES SIGN UP FORM

- Introduction/History, Federal Compliance
- Responses to Previous Visits
- Mission and Integrity
- Preparation for the Future
- Student Learning, Recognition and Results, Assurance and Accountability
- Teaching Effectiveness, Improvement/Assessment, Curricular Currency
- Discovery, Life-Long Learning
- Engagement, Communities of Interest, Partnerships, Diversity

## FREE TRAIN RIDE

You and your families are invited to take a

**FREE** ride on the

**NCA EXPRESS.**



Take advantage of this once in a lifetime offer to take a ride into history (*and to Matlock*).

Cut the ticket from this page and be ready to board the train at least two hours prior to departure. Security will be tight, especially in light of the recent events in Washington, New York and Afghanistan.

Cookies and lemonade will be provided on-board. We will have a short meeting, but the rest of the agenda is up to you!

ADMIT ONE

Milwaukee  
Rail Line

Sheldon to Matlock

8 AM TO 4:30 PM

SEPTEMBER 31, 2002

# THE VIEW FROM THE CABOOSE

## NCA COMMITTEE STRUCTURE

### Steering Committee Chairs

Althea Stubbe  
Steve Pearce

### Writing Committees

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

### Additional Committees

Executive Review Committee  
Editing and Promotion Committee

### Alert Editor

Gretchen Bartelson

It is fall, although our temperatures don't seem fall-like! The Fall NCA Kickoff was a success—*isn't it amazing that NCC staff and faculty can be persuaded to do anything if fed a cookie and a glass of lemonade!*

In keeping with our theme, I am looking for songs that deal with trains and railroads. If you can think of some, just pop off an email with the song title, and the recording artists. I would also love more train trivia, or books and stories that deal with trains. I already have the *"Little Engine That Could"* but anything else would be great.

Thanks, **Gretchen**



*Trivia Answer: The railroads set up the towns about 7 miles apart—or a half day's ride by wagon or horse in any direction.*



## MARKS COMPLETED ACTIVITIES ON THE NCA SELF-STUDY FLOW CHART

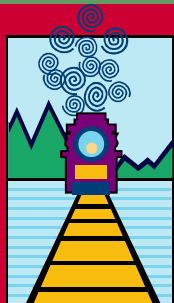
SPRING 02	SUMMER 02	FALL 02
<ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul>	<ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initial Newsletter</li> <li>• Review other self-studies</li> </ul>	<ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• <b>Committees gather data.</b></li> </ul>
<ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee reviews draft sections</li> </ul>	<ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> <li>• Draft reviewed by outside consultant</li> </ul>
<ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Send out self-study</li> <li>• NCA visit</li> </ul>

## A LITTLE LOCAL HISTORY!

Did you ever hear the story about why N'West Iowa was not settled until the late 1800's? *Nobody thought that anything would grow here because there were no trees!*

It wasn't until the railroads decided that they wanted a line from Omaha to Minneapolis that the trains came through and this part of Iowa was opened to settlement.

Can you imagine the surprise on the faces of the farmers who dug through the sod, only to find the richest farmland in the country? You can read more about this in the "History of Osceola and O'Brien Counties" which can be found in the public libraries in those two counties.



# NCA Committee Alert!

## THE POLAR EXPRESS

*Winter's on the Way!*

*By Steve Pearce, NCA Steering Committee*

Thank you! Thanks to everyone who has worked hard on your committees—your work is really appreciated.

The first draft of everyone's outlines is now being reviewed by the Steering Committee. Much good work has already been done, but the toughest task still lies ahead.

Next semester data should be gathered, analyzed and used to write each section of the Self-

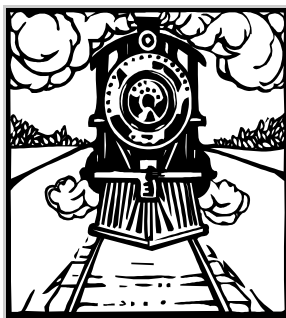
study. This will be the long up-hill pull of this train ride.

Most of you have been attending multiple meetings of your writing committees. Unfortunately the pace of those meetings will continue until summer.

But don't despair, the pace will ease up by the Fall of 2003.

Writing the self-study is a long hard job. I takes all of us pulling together to keep the train on track.

So thanks, and try to keep smiling! :-)



The train is coming closer.  
*We have finished the first third of the process!*

### *From the Steering Committee*

The Steering Committee met and started to review the outlines submitted by the writing committees. There are 3 issues to report back to you all on.

1) Data collection needs to begin and we all need to think about what we will need and make our requests to Dave Leuenberger. Requests should be made in writing (*Dave's memory upgrade request is on the unfunded list*) and should be submitted to him before the Christmas break.

2) We are going to conduct a new institu-

tional survey to help with data. We have copies of the survey that was done a few years ago. However, additional questions for the survey need to be submitted by December 1.

3). We know that participating in these committees is a strain on your time, but the Steering Committee decided that everyone needed to be included in the writing process. So thanks for your help - remember that we all need to encourage one another on this train ride!

**FYI... Just in Case!**

**The Steering Committee will be accepting applications for early retirement from NCA commitments next February 29. Your application for early retirement from a committee should include the following:**

- 1. A note from your mother**
- 2. Letters from 2 doctors, or your minister**
- 3. A list of 3 fully-qualified candidates who are ready to replace you.**
- 4. A *BIG bribe* for the steering committee.**

**Rejected applications will be returned with parts 1-3 *ONLY!***



### NCA COMMITTEE STRUCTURE

#### Steering Committee Chairs

Alethea Stubbe  
Steve Pearce

#### Writing Committees

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

#### Additional Committees

Executive Review Committee  
Editing and Promotion Committee

#### Alert Editor

Gretchen Bartelson



## Quiet 'Mester

To the tune of "White Christmas"  
and with apologies to Irving Berlin

I'm dreaming of a Quiet 'Mester  
Just like the ones I used to know  
Where we don't have meetings  
and everyone listens  
To hear students in the know.

I'm dreaming of a Quiet 'Mester  
With every NCA meeting suspended  
May your scheduling not offend  
And may all your meetings be attended.

I'm dreaming of a Quiet 'Mester  
With every NCA document I write.  
May your research and writing go right  
And may all your Semesters be a delight.



### CHECKS MARK COMPLETED ACTIVITIES ON THE NCA SELF-STUDY FLOW CHART

<u>SPRING 02</u>	<u>SUMMER 02</u>	<u>FALL 02</u>
<ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul> <p style="text-align: right; color: red;">✓</p>	<ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initiate newsletter</li> <li>• Review other self-studies</li> </ul> <p style="text-align: right; color: red;">✓</p>	<ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• Committees gather data.</li> </ul> <p style="text-align: right; color: red;">✓</p>
<ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee reviews draft sections</li> </ul>	<ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> <li>• Draft reviewed by outside consultant</li> </ul>
<ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Send out self-study</li> <li>• NCA visit</li> </ul>

### Twas the Night of Thanksgiving

'Twas the night of thanksgiving,  
But I just couldn't sleep.  
I tried count backwards,  
I tried counting sheep.

The leftovers beckoned –  
The dark meat and white  
But I fought the temptation with all of my might  
Tossing and turning with anticipation  
The thought of a snack became infatuation

So, I raced to the kitchen,  
Flung open the door and  
Gazed at the fridge,  
Full of goodies galore.

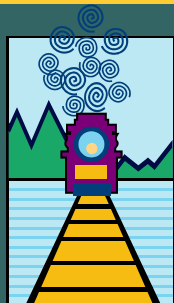
I gobbled up turkey and buttered potatoes,  
Pickles and carrots, beans and tomatoes  
I felt myself swelling so plump and  
So round, 'til all of a sudden, I rose off the ground.

I crashed through the ceiling, floating into the sky  
With a mouthful of pudding and a handful of pie,  
But, I managed to yell as I soared past the trees....

**Happy eating to all – pass the cranberries, please!**

May your stuffing be tasty,  
May your turkey be plump,  
May your potatoes 'n gravy have nary a lump,  
May your yams be delicious,  
May your pies take the prize?

**AND, MAY YOUR THANKSGIVING DINNER STAY OFF OF YOUR THIGHS!**



# NCA Committee Alert!

## WELCOME BACK!

*We are One Year Away from our Focus Visit*

By Gretchen Bartelson, NCA Steering Committee

The lights in the tunnel are getting bigger and brighter!

I know that all of you spent many hours this summer thinking about the NCA self-study and what you will need to do to improve the document—**NOT!**

Actually we hope that everyone had a good break from the routine and had some time to enjoy the summer.

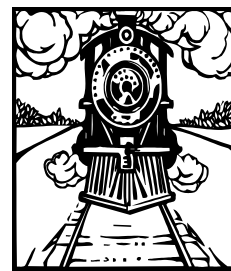
However, the NCA self-study is still with us and it does need some work. This summer Steve Pearce, Rhonda Pennings, Alethea Stubbe, and I read over all the submitted documents. We have made a really good beginning—especially since we are trying to understand the new criteria.

There is some good news and some bad news about the new criteria. The bad news is that I went to a training session in Denver on the new criteria, and they are still pretty poorly defined and understood.

The good news is that we are going to be among the few colleges that will be setting the standards for all future self-studies.

This week we are sending edited drafts back to the writing teams. The biggest thing we are asking for is more information. We need to work in the four cross-cutting themes.

Please take a look at the comments made and try to gather the new data as soon as you can. **We are setting a deadline of October 6 for all re-writes.** If you have any questions contact Steve, Alethea, Rhonda or Gretchen.



*We only have a few months to finish our self-study!  
The NCA Focus Visit is scheduled for October 2004.*

## Assessment vs. Evaluation

NCA has decided to make a change in the way they define two terms—assessment and evaluation.

For now, they will use the words this way:

**Assessment** will refer to measuring *student learning outcomes*.

**Evaluation** will refer to the way we assess the *effectiveness of all other college processes*.

A SINGLE CONVERSATION ACROSS  
THE TABLE WITH A WISE MAN IS WORTH  
A MONTH'S STUDY OF BOOKS.

PROVERB

# Four Cross-Cutting Themes

In addition to the five criterion, NCA wants to see a more holistic approach to writing the self-study. We will try to avoid too much redundancy, but they do want to see something on all four themes in each section.

If you see that you addressed one of these themes, you should highlight it and then make a note—we will work out redundancy and language issues as the editing committee. Just as a reminder, here are the new criterion that should incorporate in our writing.

**Criterion 1—*Mission and Integrity*.** The organization operates with integrity to ensure the fulfillment of its mission through structures and process that involve the board, administration, faculty, staff, and students.

**Criterion 2—*Preparing for the Future*.** The organization's allocation of resources and its processes for evaluation and planning demonstrate its capacity to

fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.

**Criterion 3—*Student Learning and Effective Teaching*.** The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission.

**Criterion 4—*Acquisition, Discovery, and Application of Knowledge*.** The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.

**Criterion 5—*Engagement and Service*.** As called for by its mission, the organization identifies its constituencies and serves them in ways both value.

## THEME ONE

### *The Future-Oriented Organization*

- Engages in planning
- Is driven by the mission
- Understands social and economic change
- Focuses on the futures of constituents
- Integrates new technology

## THEME TWO

### *The Learning-Focused Organization*

- Assess student learning
- Supports learning
- Supports scholarship
- Creates the capacity for lifelong learning
- Strengthens organizational learning

## THEME THREE

### *The Connected Organization*

- Serves the common good
- Serves constituents
- Creates a culture of service
- Collaborates
- Engages in health internal communication

## THEME FOUR

### *The Distinctive Organization*

- Has an unambiguous mission
- Appreciates diversity
- Is accountable
- Is self-reflective
- Is committed to improvement

# THE VIEW FROM THE CABOOSE

## NCA COMMITTEE STRUCTURE

### Steering Committee Chairs

Alethea Stubbe  
Steve Pearce

### Writing Committees

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

### Additional Committees

Executive Review Committee  
Editing and Promotion Committee

### Alert Editor

Gretchen Bartelson

My trip to Denver to an NCA training session in July was really interesting—*especially since it was 99 degrees & humid!*

There is still a great deal of uncertainty about what the new criterion mean. However, there is **NO** doubt about the intent of NCA to see how we are doing with assessment. It is the one idea that is firmly fixed in their minds, and we need to show that we have made progress in this area. We **MUST** show them that we are:

1. Measuring student learning (*at more than the classroom level*), and then,
2. Using this information to improve curriculum and/or services provided.

***There must be a “closed loop” of measurement, revision and re-measurement to meet NCA standards.***



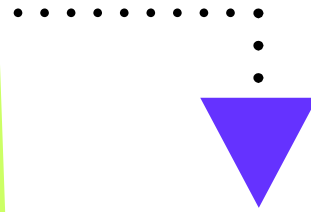
## MARKS COMPLETED ACTIVITIES ON THE NCA SELF-STUDY FLOW CHART

<u>SPRING 02</u>	<u>SUMMER 02</u>	<u>FALL 02</u>
<ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul>	<ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initiate newsletter</li> <li>• Review other self-studies</li> </ul>	<ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• Committees gather data.</li> </ul>
<ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul>	<ul style="list-style-type: none"> <li>• Editing Committee reviews draft sections</li> </ul>	<ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> <li>• Draft reviewed by outside consultant</li> </ul>
<ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Send out self-study</li> <li>• NCA visit</li> </ul>

## SMILE

**IT WILL MAKE PEOPLE WONDER WHAT YOU ARE UP TO!**



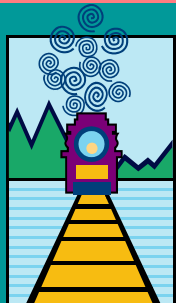


## NCA Rough Drafts!

*...just a reminder*

If you are still holding on to your NCA Rough Draft for some reason, please send it out by Friday the 23rd!

*Please email it to Alethea, Steve, Rhonda or Gretchen! Thanks.*



THE ROUGH DRAFT IS BEING EDITED!

# NCA Committee Alert!

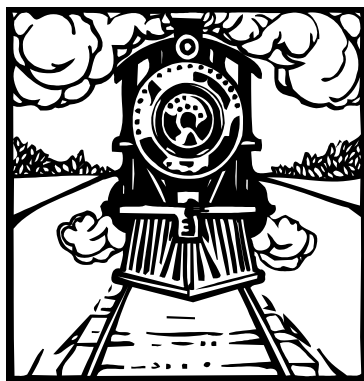
## WE'RE NEAR THE END

*Drafts need to be read and reviewed!*

### *From the NCA Editing Team*

We are down to the final touches on the self-study and to the final preparations for the NCA visit in October. The editing team is just back from the NCA conference in Chicago and we think we are on track for a successful visit in October. There are just a couple of things for everyone to be aware of.

1. You all did great work on the original drafts. A final draft of the document is available for you to read on the n-drive.
2. Dr. Carroll Bennett is our first outside evaluator and he will be here April 12 & 13 to share his recommendations.
3. All committees need to review their sections by April 23, and get comments to Gretchen Bartelson.
4. We need to start collecting documents for the resource room. Please get your resources to Pat Wachtel, Gretchen Bartelson or Kathy Feuerstein.



*The train is almost to the station!  
The Visiting Team will be here before we know it!*

### *Self-Study Revised Timetable*

- Apr 12-13:** Dr. Carroll Bennett on site
- Apr 13:** All-College meeting with Dr. Bennett, 3:30 pm
- Apr 23:** Comments received—revisions by editors
- May 14:** Draft to Diane Nyhammer, NCA Liaison
- June 4:** Comments received from Diane Nyhammer—revisions by editors
- June 17:** Executive Council Approval
- July 19:** Distribute final draft to Board for comments
- Aug 2:** Comments received from Board—Revisions by editors  
Publish Document—No more revisions!
- Aug 16:** Board of Trustees Approval
- Aug 17:** Self-study distributed to Higher Learning Commission and Team
- Sept 8:** Diane Nyhammer onsite
- Sept 27-29:** Dept. of Education onsite
- Oct 18-20:** NCA Consultant/evaluator team onsite.

## What are you waiting for?



Read the draft copy of the NCA Self-study today. It is on the N-drive under NCA. There is a separate folder for each section of the report—*although all of Criterion three is now in one document.*

**NCA COMMITTEE STRUCTURE**

**Steering Committee Chairs**

Alethea Stubbe  
Steve Pearce

**Writing Committees**

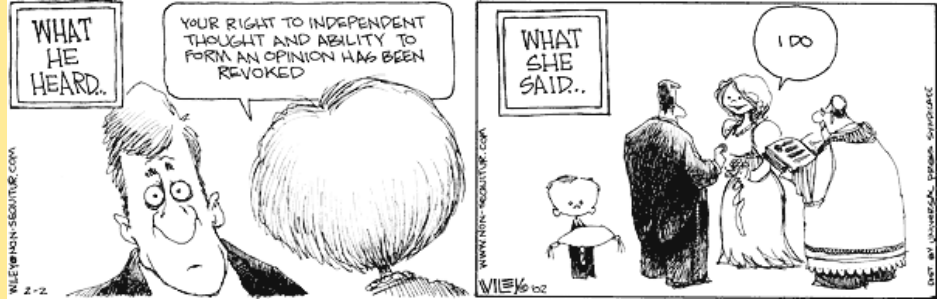
1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

**Additional Committees**

Executive Review Committee  
Editing and Promotion Committee

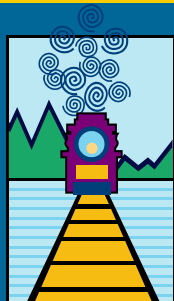
**Alert Editor**

Gretchen Bartelson



**MARKS COMPLETED ACTIVITIES ON THE  
NCA SELF-STUDY FLOW CHART**

<p style="text-align: center;"><b>SPRING 02</b></p> <ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul> <p style="text-align: right;">✓</p>	<p style="text-align: center;"><b>SUMMER 02</b></p> <ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initiate newsletter</li> <li>• Review other self-studies</li> </ul> <p style="text-align: right;">✓</p>	<p style="text-align: center;"><b>FALL 02</b></p> <ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• Committees gather data.</li> </ul> <p style="text-align: right;">✓</p>
<p style="text-align: center;"><b>SPRING 03</b></p> <ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul> <p style="text-align: right;">✓</p>	<p style="text-align: center;"><b>SUMMER 03</b></p> <ul style="list-style-type: none"> <li>• Editing Committee reviews draft sections</li> </ul> <p style="text-align: right;">✓</p>	<p style="text-align: center;"><b>FALL 03</b></p> <ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> </ul> <p style="text-align: right;">✓</p>
<p style="text-align: center;"><b>SPRING 04</b></p> <ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> <li>• Send to an outside Reader</li> <li>• Consultation visit with Dr. Bennett-April 12 &amp; 13</li> </ul>	<p style="text-align: center;"><b>SUMMER 04</b></p> <ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> <li>• Send out self-study</li> </ul>	<p style="text-align: center;"><b>FALL 04</b></p> <ul style="list-style-type: none"> <li>• Consultation Visit is scheduled for May 2004</li> <li>• NCA visit October 18-20, 2004</li> </ul>



THE ROUGH DRAFT IS BEING EDITED!

# NCA Committee Alert!

## DRAFT 3 IS ON THE N-DRIVE

*A Hard Copy of the Draft is in the Library*

*From the NCA Editing Team,  
by Gretchen Bartelson*

It is hard to believe, but we are really getting close to being done with the self-study. The editing team is waiting to hear from Diane Nyhammer at the Higher Learning Commission. Once her comments come to us they will be reviewed and then integrated into the self-study.

We can't tell all of you how much we appreciate the work you did in writing the first drafts of this study. We know that many of your words have been changed—but that does not diminish the work that you did. Your research and writing are the foundation for this document.

Please take time to read it all—not just the section that you helped to write. There you will find your work scattered throughout the study. The entire study is out on the n-drive under NCA and a copy can be found in the library.

Please read this draft and send your comments to Gretchen Bartelson. All comments by Faculty and Staff need to be submitted by **July 9, 2003**.

### *Self-Study Revised Timetable*

**June 22:** Comments received from Diane Nyhammer—revisions by editors.

**June 11:** Sent to Executive Council for Approval

**July 19:** Distribute final draft to Board for comments

**Aug 2:** Comments received from Board—Revisions by editors. Publish Document—No more revisions!

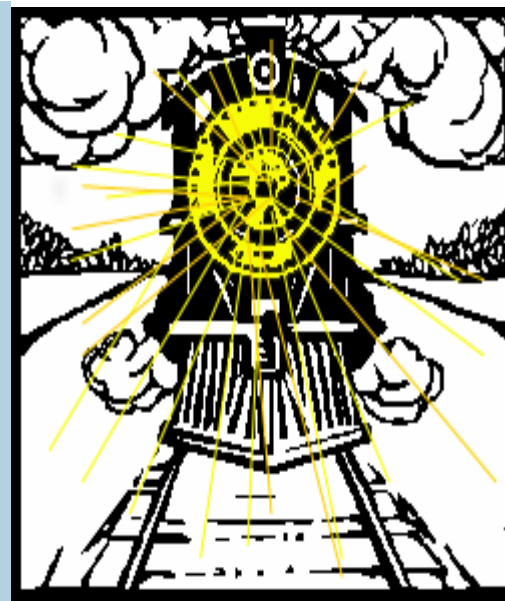
**Aug 16:** Board of Trustees Approval

**Aug 17:** Self-study distributed to Higher Learning Commission and Team

**Sept 8:** Diane Nyhammer onsite

**Sept 27-29:** Dept. of Education onsite

**Oct 18-20:** NCA Consultant/evaluator team onsite.



## Mark Your Calendars!



Everyone needs to be on campus for the NCA Focus Visit. Please mark your calendars and keep in mind that our visit is scheduled for

**October 18, 19 and 20!**



**NCA COMMITTEE STRUCTURE**

**Steering Committee Chairs**

Alethea Stubbe  
Steve Pearce

**Writing Committees**

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

**Additional Committees**

Executive Review Committee  
Editing and Promotion Committee

**Alert Editor**

Gretchen Bartelson

Frank and Ernest



**MARKS COMPLETED ACTIVITIES ON THE NCA SELF-STUDY FLOW CHART**

<p><b>SPRING 02</b></p> <ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul> <p style="text-align: right;">✓</p>	<p><b>SUMMER 02</b></p> <ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initiate newsletter</li> <li>• Review other self-studies</li> </ul> <p style="text-align: right;">✓</p>	<p><b>FALL 02</b></p> <ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• Committees gather data.</li> </ul> <p style="text-align: right;">✓</p>
<p><b>SPRING 03</b></p> <ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul> <p style="text-align: right;">✓</p>	<p><b>SUMMER 03</b></p> <ul style="list-style-type: none"> <li>• Editing Committee reviews draft sections</li> </ul> <p style="text-align: right;">✓</p>	<p><b>FALL 03</b></p> <ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> </ul> <p style="text-align: right;">✓</p>
<p><b>SPRING 04</b></p> <ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> <li>• Send to an outside Reader</li> <li>• Consultation visit with Dr. Bennett-April 12 &amp; 13</li> </ul> <p style="text-align: right;">✓</p>	<p><b>SUMMER 04</b></p> <ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> <li>• Send out self-study</li> </ul>	<p><b>FALL 04</b></p> <ul style="list-style-type: none"> <li>• Consultation Visit with Dianne Nyhammer—Sept 8</li> <li>• <b>NCA site visit</b></li> <li>• <b>October 18-20, 2004</b></li> </ul>



THE FINISHED SELF-STUDY IS ON THE WEB!

# NCA Committee Alert!

## WE'RE DONE!

*The Final Document is on the Web and in the Library!*

*From the NCA Editing Team,  
by Gretchen Bartelson*

It is hard to believe, but we are really getting close to being done with the self-study. The editing team is waiting to hear from Diane Nyhammer at the Higher Learning Commission. Once her comments come to us they will be reviewed and then integrated into the self-study.

We can't tell all of you how much we appreciate the work you did in writing the first drafts of this study. We know that many of your words have been changed—but that does not diminish the work that you did. Your research and writing are the foundation for this document.

Please take time to read it all—not just the section that you helped to write. There you will find your work scattered throughout the study. The entire study is out on the n-drive under NCA and a copy can be found in the library.

Please read this draft and send your comments to Gretchen Bartelson. All comments by Faculty and Staff need to be submitted by **July 9, 2003**.

### *Self-Study Revised Timetable*

**June 22:** Comments received from Diane Nyhammer—revisions by editors

**June 11:** Sent to Executive Council for Approval

**July 19:** Distribute final draft to Board for comments

**Aug 2:** Comments received from Board—Revisions by editors. Publish Document—No more revisions!

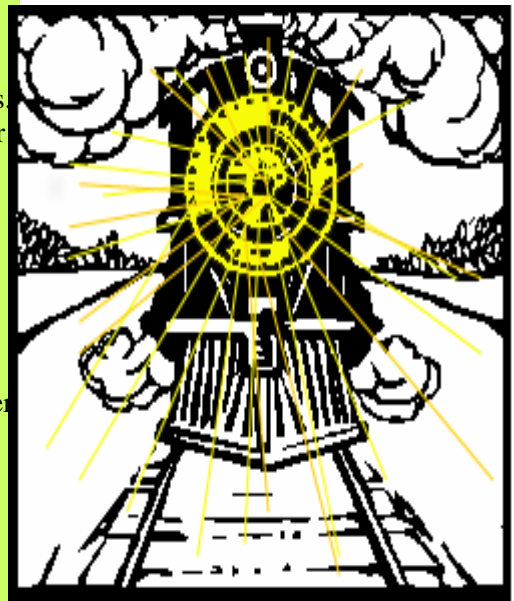
**Aug 16:** Board of Trustees Approval

**Aug 17:** Self-study distributed to Higher Learning Commission and Team

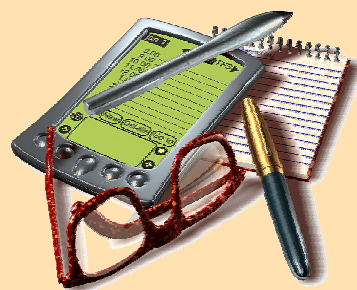
**Sept 8:** Diane Nyhammer onsite

**Sept 27-29:** Dept. of Education onsite

**Oct 18-20:** NCA Consultant/evaluator team onsite.



## Mark Your Calendars!



Everyone needs to be on campus for the NCA Focus Visit. Please mark your calendars and keep in mind that our visit is scheduled for

**October 18, 19 and 20!**

**NCA COMMITTEE STRUCTURE**

**Steering Committee Chairs**

Alethea Stubbe  
Steve Pearce

**Writing Committees**

1. Introduction/History, Federal Compliance
2. Responses to previous visits
3. Mission and Integrity
4. Preparation for the Future
5. Student Learning, Recognition and Results, Assurance and Accountability
6. Teaching Effectiveness, Improvement/Assessment, Curricular Currency
7. Discovery, Life-long Learning
8. Engagement, Communities of Interest, Partnerships, Diversity

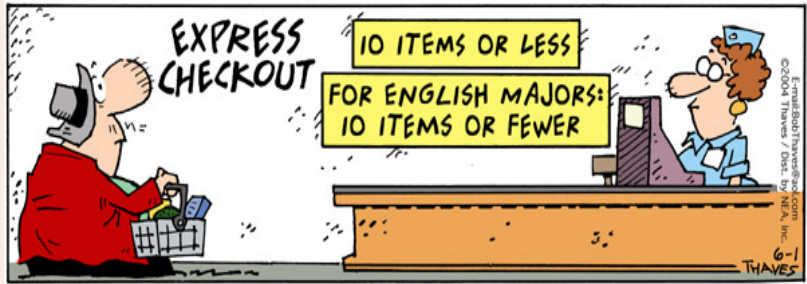
**Additional Committees**

Executive Review Committee  
Editing and Promotion Committee

**Alert Editor**

Gretchen Bartelson

Frank and Ernest



**MARKS COMPLETED ACTIVITIES ON THE NCA SELF-STUDY FLOW CHART**

<p><b><u>SPRING 02</u></b></p> <ul style="list-style-type: none"> <li>• Form Committees</li> <li>• Plan process</li> </ul> <p style="text-align: right;">✓</p>	<p><b><u>SUMMER 02</u></b></p> <ul style="list-style-type: none"> <li>• Committees conduct preliminary work</li> <li>• Initiate newsletter</li> <li>• Review other self-studies</li> </ul> <p style="text-align: right;">✓</p>	<p><b><u>FALL 02</u></b></p> <ul style="list-style-type: none"> <li>• Editing committee will provide writing/style guidelines.</li> <li>• Committees gather data.</li> </ul> <p style="text-align: right;">✓</p>
<p><b><u>SPRING 03</u></b></p> <ul style="list-style-type: none"> <li>• Committees write draft section to self-study</li> </ul> <p style="text-align: right;">✓</p>	<p><b><u>SUMMER 03</u></b></p> <ul style="list-style-type: none"> <li>• Editing Committee reviews draft sections</li> </ul> <p style="text-align: right;">✓</p>	<p><b><u>FALL 03</u></b></p> <ul style="list-style-type: none"> <li>• Committees rewrite sections of self-study</li> <li>• Compile draft report</li> </ul> <p style="text-align: right;">✓</p>
<p><b><u>SPRING 04</u></b></p> <ul style="list-style-type: none"> <li>• Editing committee edits and formats final report</li> <li>• Send to an outside Reader</li> <li>• Consultation visit with Dr. Bennett-April 12 &amp; 13</li> </ul> <p style="text-align: right;">✓</p>	<p><b><u>SUMMER 04</u></b></p> <ul style="list-style-type: none"> <li>• Executive Review committee completes final reviews</li> <li>• Send out self-study</li> </ul>	<p><b><u>FALL 04</u></b></p> <ul style="list-style-type: none"> <li>• Consultation Visit with Dianne Nyhammer—Sept 8</li> <li>• <b>NCA site visit</b></li> <li>• <b>October 18-20, 2004</b></li> </ul>