

Minutes from the NCA Self-study Committee Meetings

October 21, 2011 9:00 am

Attendance was taken: Shelia, Wanda, Mica, Stephanie, Harmony, Irene, Cathy, Peggy, Luther, Jennifer, Annette, Steve, Ina, Renee, Kodi, Damon, Fabian, Erica, Jody.

Absent from meeting: Wayne, Christina, Shirley.

We discussed the list of documents that we are to be familiar with; Criteria Booklet, Self-study, assessment of Academic achievement, Handbook of accreditation and the report of a commission mandated focused visit.

Everyone was told that all of this material can be located in Mica's office if anyone from the group would like to check it out to do research. 2003 was the last time there was a self-study done on the college for accreditation.

We discussed that we will be broken down in to sub-groups; Harmony Lindgren, Erica Azure, Wayne Sande, Annette Charette and Damon Poitra will be in group 1. Group 2 will be Stephanie Poitra, Shirley Lafromboise, Kodi Decoteau, Jennifer Davis, and Fabian DeCoteau. Group 3 will be Irene Bear Runner, Luther Olson, Ina Mickelson, Renee Olson, and Jodi Delong. Group 4 will be Cathy Gladue, Steve DeCoteau, Christina James, and Peggy Johnson. Each group was assigned core components to research and the minimum expectations they will need to follow. Each group was told to collect notes while they discussed the work and to send the notes to Mica to put together as minutes of the meetings.

There was discussions held about who would serve on the editing committee from our groups and Stephanie and Ina volunteered to serve on that committee.

Each group discussed when they will be meeting again and when they would need to have all the research done. All research documents can be given to Mica to be scanned and kept in the electronic form.

Criterion Two: Ethical & Responsible Conduct

December 2, 2011

Present: Renee Olson, Kodi DeCoteau, Harmony Lindgren, Diane Bercier, Jen Davis, Shirley Lafromboise, Stephanie Poitra, Fabian DeCoteau, Damon Poitra, Ina Mikkelson, Erika Azure, Luther Olson, Peggy Johnson, Christina James, Cathy Gladue, Wayne Sande, Mica Belgarde, Wanda Laducer

Absent: Irene Bear Runner, Annette Charette, Steve DeCoteau, Jody Delong, Sheila Trottier

Wanda Laducer explained the GAMMA version of the criteria for accreditation from the Higher Learning Commission to the committee. The change that has been made to this version is in the wordage. The words "Minimum Expectations" has changed to "Assumed Practices".

Wanda Laducer informed the committee members that they should separate into their groups and review the changes that have been made regarding the "Minimum Expectations to Assumed Practices". They were advised to continue to have group meetings on their own and to address the core components. Wanda asked the groups if they had already addressed the core components from the previous report that they had provided.

The committee members separated into their groups and reviewed their sections.

Wanda Laducer reviewed the core components and assigned the remaining core components that have not yet been addressed.

The following is how the core components were assigned.

2. A Harmony's group

2. B Stephanie's group

2. C1-4 Cathy's group

2. D Luther's group

2. E1 Irene's & Stephanie's group

2. E2 Irene's group

2. E3 Harmony's group

March 9, 2012

Meeting was held in room 215 at 9 am

Present: Shelia, Wanda, Diane, Kodi, Shirley, Jennifer, Jody, Erica, Fabian, Ina, Christina, Peggy, Damon, Cathy, Irene and Steve came at 9:30 am

Missing: Stephanie, Harmony, Luther, Wayne, Annette, Renee

Shelia explained that we are having this meeting to discuss what everyone has discovered while researching their criteria.

Cathy reported that her group has had a very hard time finding the right information for researching their criteria. She wanted to know who and where everything is kept for all of the records of the committee meetings is there someone who is in charge of keeping all of these records? Who is in charge of organizing this information and where is it kept? How do we gain access to this information? Shelia informed them that Anita was in charge of this information but her position was a not full time/ permanent position for the college.

They requested if it could be possible to address the board to hire a full time/permanent person who is in charge of the intuitional effectiveness of the institution. Committee members feel this would be beneficial to the college to have a person on full time/permanent that is in charge of keeping records and information in one place where committee members will be have easy access to these items. It was stressed that this position be hired out of the general fund so this person is a full time/permanent person on staff so the information is not being lost or miss placed with in the college.

All committee members feel that it is very hard for all of them to obtain the information that they need to research their criterion.

Committee members discussed that most documents are seen in draft form and need to be in final document form they discussed that they feel that things need to be send to the board to make documents official.

Shelia asked Ina to help Irene and become her co-chair on her committee Ina agreed to help out Irene on her committee.

The minutes for the meetings were asked for: Harmony was not here

Stephanie was not here

Cathy emailed them to Mica

Irene didn't have anything to report.

Steering committees members were told that they need information to ask Larry, Anita, Jim, Angel for help when looking for information for their criterion. There is an Intuitional effectiveness report and it can be found on the website under research development.

Minutes from the NCA self-study Committee Meetings

September 28, 2012 9:00am

Attendance was taken: Shelia Trottier, Wanda Laducer, Mica Belgarde, Stephanie Poitra, Harmony Lindgren, Irene Bear Runner, Cathy Gladue, Peggy Johnson, Luther Olson, Wayne Sande, Jennifer Davis, Annette Charette, Steve DeCoteau, Christina James, Ina Mickelson, Renee Olson, Damon Poitra, Fabian DeCoteau, Erica Azure, and Harold Counts.

Entered meeting late: Kodi DeCoteau and Shirley Lafromboise both at 9:30 am

We discussed how to use Jenzabar and where documents can be uploaded and where they can be found. Everyone was given a Jenzabar password and access to the information.

We reviewed Anita's comments on the Minimum Expectations. We discussed the comments that were made and where the information can be found.

Anita entered the meeting and discussed the comments asked if we had any questions for her. We discussed where "Conflict of Interest" can be found. Anita will look this up. We also discussed how we address our deficiencies and how can these issues be fixed.

Anita told everyone that we needed to work on the Core Components and not the minimum expectations.

Core Components were discussed each group was given a review of what core component they were assigned. At 10:00 am each group worked on their core component. Each group was reminded to take minutes at their meetings and sent the minutes to Mica to keep.

Next meeting will be on October 19, 2012