Welcome
Ryan Rodriguez will be joining the Steering Committee as a student representative. He is from ASNAU and is Vice President for Academic Affairs. Kathy Cruz-Uribe will be Co-Chairing the Steering Committee due to Susan Fitzmaurice’s departure.

Discussion of Task Force Membership
Task forces are not actually doing the writing of the text for the self-study. A process where the task forces examine evidence and determine what points document our fulfillment of the criterion, areas where we are short, etc. in a bulleted format is ultimately what is wanted from each task force.

A discussion occurred as to the need to add / remove any suggested members from a task force. Generally, it was thought that a task force should be kept around 10 – 12 members. The point was made that a mix of faculty, staff, students were added to each task force and it is anticipated that task force members will invite individuals to participate in task force discussions (essentially as guests), but that not everyone would necessary have to be added to a task force. It is hoped that task force members will take this opportunity to engage with the broader campus community for feedback and input.

A general timeline is for the appointed steering committee task force co-chair to identify a co-chair from their list and let Becky know Tuesday morning who this co-chair will be. Then the task force co-chairs and the self-study team will begin contacting each member of the task forces to determine whether or not they want to participate in the process. On Tuesday, Becky will provide the information as to whether members were self-nominated or nominated by another individual so that when the calling begins this information is available.

Information to provide to potential task force members: This AY is the intense collection period. Estimate 10-15 hours per month. VPs and deans have been requested to support and to be sensitive to work commitments for those involved in this process. The self-study team will work hard over the summer and steering committee will review materials next fall.

Plans to Orient Task Force Members
There will be several options available to co-chairs to aid in this process. First, a WebCT Vista environment will be established. This allows each task force to share information, provide feedback, and hold “meetings” in a more flexible environment. Training will be available.

Becky has created orientation binders that will be available to the co-chairs to orient the task force members. The info that is found in these binders will also be available in the Vista classroom once it is established. The contents of the binders include:

1. **Background Information**
   - NCA Overview
   - HLC Expectations of Institutions
   - Data Inventory (Evidence) (needs to be edited)
   - Relevant Workshop Notes (needs to be edited)
   - Assessment Information
   - Freshman Report
   - Redesign Document
   - Strategic Plan 2005-2010

2. **Working Binder**
   - Data Integrity Policy
   - HLC Guidelines for Criterion and Core Components
   - Sections for each Core Component
   - Task Force Minutes
   - 3 Peer Institution Examples

Also included in the binder, and handed out to the steering committee was a Data Integrity Policy that outlines the years of data to review, how to cite sources, static versus dynamic data, and how to handle additional data requests. In order not to duplicate resources, it is requested that all requests for additional data come to Christy or Becky via the task force co-chairs.

**Activity on Identifying Institutional Distinctiveness**
The Steering Committee engaged in an activity to identify cultural values / shared beliefs, institutional policies / practices, and historical traditions / features of NAU. The goal is to identify common themes that can be incorporated as threads throughout the entire report.

**Identified Cultural Values / Shared Beliefs**

- Committed to access for the whole state (believe in all admits, statewide, all citizens should have access to higher education)
- Expansion of statewide, partnership with community college, and providing opportunity for all citizens (wide focus distinct in AZ). Because of our rural setting forced to look broader.
- Student-oriented.
- Small classes—student satisfaction
• Undergraduate involvement—experiential opportunities in online environments.
• Student services
• Teaching and learning commitment to students
• Best faculty in the classroom
• Evidence for dual missions (distance and residential). 80% online courses delivered full-time faculty.
• Appreciation of place, environmental campus, sustainability, geography, natural resources.

Research informs instruction. (others had under institutional policy and practices—faculty versus graduate students)
• Diversity, especially rooted in Northern Arizona.
• Increase in commingling international students
• Diversity theme in liberal studies since 1998.
• Inclusive decision making (also others had this in institutional policy/practice)

Institutional Policy or Practice and Historical Traditions or Features
• Normal school, education continues to be the largest college on campus and has evolved into the foci on providing quality professional programs. NCATE accreditation (applied education). External reputation (teacher quality)
• Tradition of public service and applied research
• Responding to educational demands from outside. (part of the access)
• Linking planning and budgeting—responding to the outside.
• Accepting our responsibility to prepare and educate a work force for Arizona.
• Historical tradition to provide access to rural areas with different approaches over time
• Native American tradition.
• Lack of diversity in the classroom—retention challenge for Latina hires, diversity goals.
• Modern college student expects access to college—they take it for granted. They want to be engaged and to participate. We have the access issue covered, now let’s take it a step further and discuss engagement. Access alone not a distinction so much as actually being able to engage students.

Upcoming Events:
Meet again on October 7, 2005
First meetings of tasks forces will ideally occur within the next two or three weeks