

DECEMBER 6TH 2010

(Feast of Saint Nicholas—MSEF will share the legend)

3:00 to 4:00 PM COE 122

Assessment & Accreditation Council (AAC)

Meeting Called By: Diane Duin
Mary Susan Fishbaugh Attendees: AAC Members

Type of Meeting: Monthly **Please Read Prior:** Draft Themes Draft by-laws

Facilitator: DD & MSEF Please Bring: Agenda & Drafts

Topic A

Presenter Name(s): MSEF Notes Taken Diane Duin Time

AAC Bylaws

Notes:

Please review the bylaws sent after the November meeting. If you need another copy, please let Mary Susan or Diane know. After reviewing them, please let both of us know if you approve them or additional modifications are necessary.

Action Items: Approval by
Committee—BEFORE BREAK

Person Responsible:

Approved/Rejected/Tabled:

Topic B

Presenter Name: Diane Duin Notes Taken MSEF Time

AAC 2010-2011 Draft Mission Themes

Notes:

Report from Diane Duin re NWCCU Evaluation Training and implications for what we are planning.

REPORT

STANDARDS

NWCCU revised standards include the following:

1. Mission—Core themes emerge from the institutional mission. The themes operationalize the parts of the mission. The themes, although termed “core”, are not to be confused with institutional Core Values.
2. Resources and Capacity. This standard is the “stuff” of the institution. It includes programs, governance, funding etc. What does the institution do? How does it do it? What means are used to do it?
3. Planning and Implementation. Does the institution have direction? Does the institutional community know and buy into the direction? This involves planning the operationalizing of themes and implementing the operationalization now. It involves strategic planning for the future. It involves strategic use of resources and in our case stewardship of public funding.
4. Effectiveness and Implementation. Assessment is the essential component of this standard. We have told NWCCU what we are doing. We have told them how we do that. We have told them what we do and how we do it is

thoughtfully planned with a strategic future direction. With this standard, we have to tell NWCCU how we know we are accomplishing what we propose, how we review and analyze results of our efforts to know and what we do about it if results do not support our suppositions.

5. **Mission Fulfillment and Sustainability.** Coming full circle, this standard ties all of the other standards together. Through this standard, we verify that everything we have previously purported is true.

PROCESS

Year 1— Covers Standard One. Submission of a report informing NWCCU of our core themes, what indicators we intend to use for measuring and how we intend to measure the indicators to assure operationalizing the mission. There is not an on-site visit.

Year 3—Covers Standard Two, expands on the Year One Report. Submission of a report addressing the “stuff” of the institution. How do our programs, governance, and use of resources support the mission (and thus operationalizing through the core themes)? Everyone in the campus community should be aware of the mission, the core themes and strategic future directions. Everyone should have a sense of where s/he as an individual and a sense of his/her program’s place in the mission and strategic future. Year 3 involves an on-site visit by an NWCCU team.

Year 5— Expands the Year Three Report and includes a response to Standards Three and Four. No site visit.

Year 7—During this final year of the accreditation cycle, the institution expands its Year Five Report to include a response to Standard Five. It also reviews and updates, as necessary, previous reports regarding Standards One, Two, Three and Four. The Year Seven Report is current and internally consistent on all five standards. Year 5 involves an on-site visit by an NWCCU team.

Diane will scan the summary document provided at NWCCU evaluator training and send electronically to the AA Council members. It is **strongly recommended** that council members visit the NWCCU website to review the revised standards, the revised process and to look over the examples of institutional reviews serving as pilots for the revised standards/process.

Action Items:

Person Responsible:

Approved/Rejected/Tabled:

Topic C

Presenter Name: MSEF Notes Taken? Diane Duin Time

2010-2011 Themes Report—Based upon NWCCU First Year Report Guidelines

Notes:

Notes: The Cabinet, Administrative Services, Student Affairs and Academic Affairs are all engaged in discussions regarding core themes and strategic futures. Diane and Mary Susan have been invited to the Cabinet to share progress made by the AA Council. Diane asked specifically if members of the council were comfortable with our presenting the three proposed themes. Mary Susan asked if anyone had better ideas. The Council decided that the fourth bullet in the MSU Billings Mission—having to do with community enhancement—is accomplished through the other three components—having to do with teaching excellence, student learning and community engagement. Thus we are proposing Core Themes, indicators of accomplishment and how to measure accomplishment based upon the first three components of the mission and we will make the case that all three enhance the Billings/state/regional communities.

WHO Diane and Mary Susan

WHAT Presentation to/discussion with the Cabinet

HOW Respectfully

WHEN Tuesday December 21st 2010

Action Items:

Person Responsible:

Approved/Rejected/Tabled:

Topic D

Presenter Name: Barbara Wheeling Notes Taken? Diane Duin Time

Assessment Program/Plan Update

Notes:

Notes:

Action Items:

Person Responsible:

Approved/Rejected/Tabled:

Topic E

Presenter Name:

MSEF

Notes Taken?

Diane Duin

Time

Notes:

Notes:

Action Items:

Person Responsible:

Approved/Rejected/Tabled: