

**Higher Learning Commission of the North Central Association
Accreditation Preparation Committee
Minutes
Wednesday, October 25, 2006**

Present: Susan Cramer, Margaret Manzi, Nick Dvoracek, Jaya Jambunathan, Jean Kwaterski, Mike Tippins, Mike Watson, Lori Worm, Merlaine Angwall, Michael Watson, Dawn Dettlaff

Margaret Manzi called the meeting to order at 12:30PM.

Revised Self-Study Review Timelines

Margaret told the committee the Self-Study document will be on the Web as of November 6th. Susan Nuernberg is working on Chapters 1 and 2. Chapter 1 may be finished already or will be very soon. Margaret said Chapters 3, 4 and 5 are basically done. Chapters 4 and 5 have already been sent to Nick to format, and Chapter 3 will be on its way soon. It was also established that the committee and sub-committees will first see the entire document on the Web, November 6th, as is the rest of the campus community, because of unavoidable time constraints. Margaret also added the team still intends to pull selected sections of the draft and send them to targeted areas, like the Deans and other specialty departments on campus.

Susan said this extensive review of the Self-Study will hopefully gather plenty of feedback from a variety of areas in the campus community. Everyone on the writing team wants to be sure what is said in the Self-Study is accurate. Could there be a big hole of information that was omitted? Has a program been misrepresented? The writing team would like any inaccuracies and omissions brought to their attention so they can be remedied.

Open Listening Sessions

Margaret also spoke of a memo that will be sent out campus-wide announcing the Listening Sessions. The writing team will be looking for feedback regarding the Self-Study Draft, from various departments at the University. The Sessions will be scheduled on Tuesday, November 14th and Wednesday, November 15th. They will be held at Reeve Union. The announcement will contain links to the Self-Study Draft, which will be on-line November 6th, and links to the University Mission, Key Operational Plans and the five Criterion.

How to Help Keep the Five Sub-Communities Engaged in the Process

Everyone felt it's important to keep the five sub-communities in the loop on the progress of the Committee in regard to the Self-Study and the upcoming HLC Committee visit in March. As the Committee will be given short-notice by the HLC concerning their visit, their agenda, needs, etc., everyone involved should be fully briefed and aware of what is happening and what is expected of them.

Five extra rooms on campus will be reserved for the HLC Committee in anticipation of various meetings occurring at the same time. Because the Committee hasn't been told what departments will be interviewed by the visiting team, they would like to be amply prepared. The Following rooms will be added to the three earlier reserved rooms at Reeve:

Provost Conference Rm, 335
Dempsey, Rm 212
The Chancellor's Conference Room
The Roland Room in Polk Library
Dempsey, Rm 301

It was decided the Chairs of each committee should meet with their sub-committees. The Self-Study Draft can be reviewed at that time. The sub-committees will be told what they should expect of the HLC visit, once the Committee learns more.

Academic Leader's Workshop

This Workshop is for department chairs. The Workshop will be held in January. Because the HLC/NCA Committee is part of the Workshop agenda, Margaret stressed the importance of addressing the upcoming HLC visit. The department chairs involved in the Workshop need to be made aware of the five Criterion, the HLC /NCA Newsletters, and be reminded of the University Mission and Key Operational Plans. Margaret also stressed this information needs to be shared by each department chair with others inside their departments. Margaret said it isn't always the case that information obtained at the Workshops filters down through the various departments, and it is vitally important that it does occur now.

Respectfully submitted,

Sharon Moon