

**NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Friday, June 24, 2005**

Present: Susan Cramer, Peggy Davidson, Dawn Dettlaff, Nick Dvoracek, Craig Fiedler (Co-Chair), John Koker, Susan Nuernberg, Quintin Sullivan, Michael Tippins, Michael Watson

Craig Fiedler called the meeting to order at 9:15 a.m.

New Co-Coordinator

Fiedler introduced Susan Cramer (COEHS) as the other co-coordinator with Mike Tippins. Her former duties have included Grants Office Director, COEHS Assistant Dean, Faculty Development Board member and chair. Committee member Susan Nuernberg's increased responsibilities in the Chancellor's Office prevented her from being co-coordinator at this time.

Current Timeline for Self-Study

- Committee needs data information from the 5 criteria subcommittees by the end of summer 2005 (no later than first 2 weeks of September).
 - Data/information will be entered into the master *Data Sources of Evidence* table
- Letter of request for data needs to be sent out to offices/units later this fall with at least a two-month deadline (January 2006) for the office/unit to gather the data requested.
- The 2006 spring semester will be a heavy work semester for the committee; the 5 subcommittees will analyze, sort and categorize the data/information gathered into a yet-to-be-determined template.
- At the beginning of summer 2006, all data should be in consistent format for the writers to draft Self-Study.
 - Writers will include: Co-coordinators Susan Cramer and Michael Tippins, Co-Chair Margaret Genisio (also administrative representative), Susan Nuernberg, and Co-Chair Craig Fiedler (to a lesser degree).
- Self-Study Draft should be sent out for university-wide review in early fall 2006.
- The deadline for the final draft to be sent to the NCA/HLC Review Team is mid-January 2007 (8 weeks before the March 12-15 visit).

Updates on Criteria Subcommittees:

- Criterion One (Nick Dvoracek and Merlaine Angwall): They will do a follow-up.
- Criterion Two (John Koker): Subcommittee will meet and have information by end of summer.
- Criterion Three (Margaret Genisio and Quin Sullivan): Most of the data/information has been gathered and sent to recorder; some editing is still needed on the data/information submitted.
- Criterion Four (Craig Fiedler, Jaya Jambunathan): Subcommittee will do some additional brainstorming, revision and fine-tuning. Subcommittee has several additions to membership since some original members are no longer on subcommittee.
- Criterion Five (Peggy Davidson, Jean Kwaterski): Subcommittee has met a several times; Jean Kwaterski will send the data to the recorder soon.

Data Management and Development of Data Reporting Process/Template

- **Suggestion:** Ask writing team to submit tasks to subcommittees, in a format that everyone can follow, instead of other way around.
- **Suggestion:** Use a combination of assigning tasks and subcommittee reporting template.
- Co-chairs and co-coordinators will be meeting this summer to 1) start working on a subcommittee reporting template; and 2) investigate other institutions' self-study reports to determine an initial basic outline of what our self-study should look like.
 - Examples of self-study reports: Eastern Illinois University, NCATE, Miami of Ohio University
 - John Taylor, as university's NCA/HLC liaison, can recommend recent exemplary self-study reports submitted to NCA Higher Learning Commission.
- Common thread in all of the self-studies is overlap of Five Criteria = simple common ingredient to success (NCA/HLC 2005 Annual Meeting Workshop)
 - Chairs of 5 subcommittees (who are the members of the NCA/HLC Accreditation Preparation Committee) have to really work together as a team to cover overlap - synthesize the criteria.
- Co-coordinators will try to incorporate the cross-cutting Four Themes into self-study (Section 3.3 of Handbook of Accreditation):
 1. The future oriented organization
 2. The learning-focused organization
 3. The connected organization
 4. The distinctive organization
- Explanation and uses of Excel master spreadsheet, *Data Sources of Evidence* table:
 - Database in which all data gathered by subcommittees is entered.
 - Table can be sorted according to Unit/Office, Key Individual, Criterion, Core Component and Example of Evidence (for each core component).
 - Helpful in analysis of data to avoid redundancy in requesting information from units/offices.
 - Helpful in providing evidence to the NCA/HLC Review Team that the Commission's Criteria for Accreditation are met.
- NCA/HLC website will have links to a webpage for each criterion with data.
 - Good example is UW-LaCrosse's Virtual Resource Room:
<http://www.uwlax.edu/nca/>

NCA/HLC Newsletter Discussion:

- Co-coordinators will work with Nick Dvoracek on content of newsletters.
- Printed version of newsletters are more effective than e-newsletters
 - Paper copy has more visibility
 - Overall perception is that most people do not read e-news
 - Printing cost of newsletter is \$110 per issue (900-1000 copies).
- Frequency of newsletter - 2 per semester: Fall 2005 until March 2007 = 18 months
 - Fall 2005 - 2 issues
 - Spring 2006 - 2 issues
 - Summer 2006 - 1 issue
 - September 2006 - March 2007 - 3 or 4 more issues
- Purpose of newsletters:
 1. Create campus awareness of upcoming 2007 accreditation.
 2. To convey specific information to university community.
 - a. inform constituency about the request for data from office/unit

- b. inform university when draft self-study document is available for review
- 3. Provide evidence/proof to NCA/HLC of campus-wide dissemination of information about the 2007 Accreditation.
- Newsletter content suggestions:
 - Use of regular features in each newsletter highlighting committee/subcommittee member working on specific criterion (pat-on-the-back stories).
 - Emphasize Four NCA/HLC Themes (fall 2005 issue): how we are future-oriented, connected, and unique.
 - Regular feature story on how accreditation is a continuing process and what it can do for the university community; e.g. how some unit/office has embraced positive outcomes of accreditation (Psychology Department).

Other Business:

- NCA Handbook of Accreditation is useful resource for preparing self-study and NCA/HLC Review Team visit (Sections 5.2 - 5.5).
- Budget considerations: Co-Chairs need to revise items listed before discussing with committee.
- No meetings will be scheduled for July or August. Co-chairs will send out e-mail later in summer to find out where subcommittees are at with the information gathering process; if there is a need for a meeting, members will be notified.
 - Next meeting will be the second or third week in the fall semester.

Meeting adjourned at 10:15 a.m.

Respectfully submitted,
Marleen Flack, Recorder