

NCA Higher Learning Commission Accreditation Preparation Committee Minutes Thursday, October 16, 2003 (Sixth Meeting)

Present: Margaret Genisio, Tom Manning, Sam Adams, Nick Dvoracek, Craig Fiedler, Jean Kwaterski, Jaya Jambunathan, Quintin Sullivan.

Excused: Margaret Davidson, Susan Finkel

The meeting was called to order at 10:05 a.m. Jean Kwaterski moved to accept the minutes of May 23, 2003, with revision: *three* years (instead of reported "four years") in the second paragraph. Quintin Sullivan seconded the motion. Motion passed unanimously by voice vote.

General Education Assessment:

According to Jennifer Mihalick, Chair, Faculty Senate Committee on Assessment of Student Learning, almost all programs have an assessment plan in place for reporting gains to the NCA Accreditation Preparation Committee. The Assessment Committee has a Web site that is linked to the NCA Accreditation Web site (www.uwosh.edu_staff/mihalick/assessment.html) showing the current general education goals and instruments used. The current General Education Assessment Plan needs updating and revision.

- Contact APC Subcommittee, APGES, chaired by David Jones

Report on Office of Institutional Research: Assessment

Institutional Research uses a undergraduate pre- and post-test models often designed by the individual department or instructor as the instrument to assess proficiency and breadth of knowledge. The statistics/results obtained indirectly assess general education which is broader in scope.

- Sections of English courses are working with O.I.R. to test freshman students and to help improve learning and teaching.
- This pre- and post-testing creates an interest among instructors and helps give students a sense of what the course is about.
- Clarification on issue if there is an agreement with the department and O.I.R. as to who owns the results of this testing.
- This type of testing is voluntary at this point with maximum flexibility for the programs and/or departments.
- Genisio will include names of courses that have participated in the O.I.R. pre-/post-testing of the NCA Criteria on the NCA Web site. Asked committee members for any suggestions/ideas for improvement of NCA Preparation Web site.
- Genisio reported that Frank Goldberg, UW System Associate Vice President for Policy Analysis and Research, agrees that the pre- and post-testing linked to NCA Criteria and our teaching and learning was realistic and a good way to gather useful information.

Question 1: Do the Colleges and their departments know about the fact that they can contact OIR for this pre-and post-testing? If not, should NCA Committee members announce it to their colleges/departments?

- Departments/programs should decide on source of the test - use of national testing instrument or instructor generated.
- Voluntary testing
- What does program/department want to measure - value of course, knowledge gained in specific areas?

Question 2: Ask UW System Counsel if this information is subject to open records law.

Reports on progress from the Five Criteria "working groups"- discussion/suggestions for membership:

- Criterion One: Mission & Integrity: Tom Manning, Nick Dvoracek
 - Robin Asbury, University Relations - keeper of the Annual Report
 - Greg Wypiszynski, Graduate Studies - member of Chancellor's U-Plan Council
 - Beth Heuer, Affirmative Action - E.R.A.
 - Dean representatives from each college to be aware of individual college missions - Rosemary Smith (CON), Michael Ford (COEHS), COBA?

- Criterion Two: Preparing for Future: Tom Manning, John Koker
 - Steve Arndt, Director of Facilities Management
 - John Berens, Associate Vice Chancellor, Enrollment & Information Services
 - Tom Keefe, President, UW Oshkosh Foundation (or representative)

- Criterion Three: Student Learning & Effective Teaching: Susan Finkel, Quintin Sullivan, Margaret Genisio
 - Jennifer Mihalick, Chair, Faculty Senate Assessment Committee
 - Baron Perlman, Psychology
 - Mike Watson and Joe Franklin, Office of Institutional Research
 - Lee McCann, President, Faculty Senate
 - Susan McFadden, Psychology
 - Steve Rose, Chair, Curriculum Committee (COEHS) or Barbara VanHaren (COEHS)
 - Bryan Lilly, COBA
 - Stephanie Stewart, Undergraduate Director, CON
 - Sam Adams, Improvement of Instruction Committee

- Criterion Four: Acquisition, Discovery, & Application of Knowledge: Jaya Jambunathan, Craig Fiedler
 - Linda Freed, Director, Sponsored Programs
 - Faculty Development Representative
 - Lori Carrell, Scholarship of Teaching and Learning Initiative
 - Rosebush Professorship recipient
 - Lane Earns, Associate Vice Chancellor - Faculty and Academic Staff Affairs

- Criterion Five: Engagement & Service: Jean Kwaterski, Peggy Davidson, Dale Feinaur
 - Muriel Hawkins, Assistant Vice Chancellor, Academic Support
 - Susan Neitzel, Director, Center for Community Partnerships
 - Marsha Rossiter, Interim Assistant Vice Chancellor, Graduate Studies & Continuous Learning
 - Jim Chitwood, Dean of Students
 - CAPP Program Representative
 - Sue Schierstedt, COBA
 - Colleen McDermott, Biology and Microbiology - involved in student/community projects
 - External Community Representative

Items from Committee:

- Co-Chairs Genisio and Manning will set up a timeline (ending with June 2004 when draft of report is due to Provost) before the next meeting.
- Check with Faculty Senate Office (Committee on Committees) for classified staff representative.
- Check with O.S.A. for student representative.

Next meeting will be on Thursday, November 13, 10:00-11:30 a.m. in Dempsey 212.

Meeting adjourned at 11:25 a.m.

Respectfully submitted, Marleen Flack, Recorder