

**NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Wednesday, October 27, 2004 (Fourteenth Meeting)**

Present: Margaret Genisio, Sam Adams, Merlaine Angwall, Peggy Davidson, Nick Dvoracek, Jaya Jambunathan, Susan Nuernberg, Quintin Sullivan, Mike Watson, Patti Wild, Lori Worm

Guest: Ronald Hardy, Polk Library

Margaret Genisio called meeting to order at 9:05 a.m. The committee members introduced themselves to the classified staff member, Patti Wild and Ron Hardy, Polk Library.

Approval of Minutes:

Jaya Jambunathan made a correction to the minutes regarding the College of Nursing current activities: CON is not currently undergoing college accreditation but an interim report for accreditation; this correction will be noted in the minutes. Motion to approve amended minutes made by Quintin Sullivan; seconded by Jaya Jambunathan; unanimously approved by committee.

Other Business:

- Margaret and Quintin gave a brief review on Committee's activities and model for 2007 NCA/HLC Self-Study (as reported in April 3, 2004 minutes).
 - Hybrid model organized around the NCA/HLC Five Criteria, cross-referenced with UW Oshkosh Five Strategic Plans and the Four NCA/HLC Themes.
 - Pilot Project: Letters have been sent out to 5 office/units on campus asking for description of data/documents unit has available that fulfill proofs of evidence for the Five Criteria and their components.
 - Included suggestions for proofs of evidence for the criteria the committee thought would apply to their office/unit.
 - Also included was the complete list of the NCA/HLC Five Criteria, their components, and examples of evidence.
- It was noted that members may want to review the latest UW Oshkosh Annual Report (2000-2004) which is organized around the strategic plans with progress and themes inserted.
- Awareness: It was noted that attention to the accreditation process needs to come from the Chancellor and Provost at this time.
- Ron Hardy offered to help as library resource and volunteered to become a member of the committee until the 2007 Accreditation.

Discussion on the 1997 Accreditation Report's three areas of concern:

- The Faculty Senate Committee on the Assessment of Student Learning (FSCASL) has made significant progress in program assessment since the 1997 accreditation. Most programs have an assessment plan in place and some have documented implementation of their plan.
 - Program assessment is now mandated and all units must participate. Attitude toward assessment is positive.
- General Education area: Office of Institutional Research (OIR) is currently doing pre- and post-testing for some general education courses in COLS - 12 courses in many different sections testing thousands of students.
 - The value in OIR diagnostic feedback is not mandated but more and more units see value in knowing what students are learning in their courses and in the information obtained as they plan.
 - COBA, CON, and COEHS are not yet participating but small sampling has started.
 - COBA and CON have their own evaluating methods and implement changes accordingly.
- Graduate and Undergraduate course differentiation remains weak but the Provost is meeting with the Graduate Council about this concern.

Pilot Letter Project Follow-up (continued from last meeting):

- Dean of Students' Office: Did not respond to the follow-up but the original response was helpful.
- Sponsored Programs: Director Linda Freed, who is familiar with the accreditation process, supplied clear response with good suggestions:
 - Supplemental material included in request was helpful
 - Request letter was clear and well done.
 - Suggested that committee member come to her office to pick up the information when needed for Accreditation Resource Room.
 - Concerned that at present time, assessment is not as pervasive within the University as it should be in order to comply with the new more complicated NCA/HLC Criteria. For example, evaluate what is happening with the Faculty Development Program.

Revision of Letter for Campus Data Collection:

- Send out revised letter in Spring 2005 to request data from all university offices/units.
 - Per timeline information: 2004-05 - develop clean and accurate listing of offices/units; identify available data, data gaps and processes for filling gaps.
 - Sam Adams, Peggy Davidson, Jaya Jambunathan, Nick Dvoracek will draft revision.
 - Include specifics in draft to ask for descriptions of what data is constant, what data is on-going and will change; the office/unit can hold up this type of on-going data and provide it to the committee closer to the time of actual accreditation.
- In sending letter to all units, one complete database is needed containing criteria to match text of each criterion with actual data needed from each office/unit.
 - Bobbi Reepsdorf, Academic Computing, is the expert for databases.

Subcommittee Duties:

- Help not only with process of gathering information but the outcomes.
- Might be helpful in attending meetings of the L&S College Faculty Committee.
- Develop forum ideas to get certain ideas across to faculty and staff; or help resolve any issues on campus that affect morale, productivity;
 - Suggestion for climate study on diversity: Why diverse faculty and students leave or choose not to teach/attend.
 - Make general faculty and staff aware of 1997 accreditation problem areas.

Agenda Items for next meeting: Wednesday, December 1, at 9:00 a.m.:

1. Discussion on revised letter
2. Campus and/or Reeve Union Poster information
3. Contacting and charging subcommittee members
4. More student involvement from O.S.A.; currently have Amanda Cone as only student representative

Meeting adjourned at 10:10 a.m.

Respectfully Submitted,
Marleen Flack, Recorder