

NCA Higher Learning Commission Accreditation Preparation Committee

Minutes

Thursday, November 13, 2003 (Seventh Meeting)

Present: Margaret Genisio, Tom Manning, Sam Adams, Nick Dvoracek, Craig Fiedler, John Koker, Jean Kwaterski, Mike Stevens, Quintin Sullivan.

The meeting was called to order at 10:05 a.m. Mike Stevens, O.S.A. (student representative) and Barb Sitter, Continuing Education (classified staff representative) are new members of the committee.

Reports from Subgroups:

- Criteria 1 (Tom Manning, Nick Dvoracek):
 - Working on subgroup membership: Diane Zanto, Marguerite Helmers, Sridhar are all involved in strategic planning; Rosemary Smith, CON, Mike Ford (COEHS) also considered.
- Criterion 2 (John Koker, Tom Manning):
 - Working on subgroup membership: Bill Mode and Tom Keefe expressed interest.
- Criterion 3 (Margaret Genisio, Susan Finkel, Quintin Sullivan, Sam Adams):
 - COEHS representative needed (Mike Ford?); Stephanie Stewart (CON); Jennifer Mihalick (L&S); Bryan Lilly (COBA)
 - Suggestion to find out what data is available in the colleges before we go forward with data gathering. COBA has recent re-accreditation material
- Criterion 4 (Craig Fiedler, Jaya Jambunathan):
 - Seven members in subgroup
 - Subgroup is working from NCA Criterion 3 statement that includes 4 core components and each component has a series of examples of evidence. The subgroup will determine which office or unit relates to the evidence and has data or documentation to support that evidence.
- Criterion 5 (Jean Kwaterski, Dale Feinauer, Peggy Davidson):
 - Invitations to subgroup members has gone our; Kwaterski will do follow up.

Planning for Data Collection:

- Representation of all four colleges in subgroups is recommended.
- List members of working subgroups on NCA Web site with their corresponding criterion.
- Send relevant information to subgroup members:
 - Corresponding criterion information
 - The 1997 NCA Re-accreditation Report (possibly on Web site?)
 - "Report of a Visit" from NCA 1997 re-accreditation
 - The Four Fundamental Themes of NCA Criteria
- Important to keep Deans informed and aware of what their faculty members are working on.
 - Send general informational letters to Deans to expedite good communication flow and avoid resulting communication gaps (Marleen Flack will send letters).
- Discussion on whether we need current data because we still have almost 4 years before accreditation. Fiedler suggested that it is a good idea that all subgroups gather, analyze data and thus identify any problem areas, possible gaps, or inadequacies for the Provost's draft due in June.
- O.I.R. pre-and post-testing that surveys entire course in breadth and depth of knowledge is going very well; many departments are participating (voluntary) and many more have requested to do so.
 - Much of this data is being done in general education courses
- NCA Accreditation Prep. Committee needs access to aggregate data collected by O.I.R.
 - O.I.R. needs some type of policy statement before the pre-and post-testing so that the departments will know that the aggregate data will be shared with NCA. O.I.R. will have to make this part of their testing process.
 - Use suggestions from UW System OPAR Office to draft a policy statement.

- Question was raised as to whether there is any student assessment follow-up by departments after graduation. Graduate assessment at unit/department level is available through Graduate Studies & Continuous Learning.
- Suggestion to send letter to all committee members to send a replacement if they cannot attend a meeting to avoid gaps in data collection and communication. (Genisio will draft letter)
- Create a master list of all units/offices/departments involved from every criterion and subgroup sources so the committee can cross-reference and avoid duplication of data requests.
 - Pick a date in early March (timeline) when subgroups have completed identification of their sources of data/information so the committee can go through and compile master list.
- Model framework that most criterion subgroups are interested in using is to follow the criterion's components and examples of evidence and brainstorm over what data is needed and who might have that information.
- Format: How do we want each subgroup to report the information? Information must be accessible and clearly identifiable.
- Invite Michael Zimmerman, Tom Sonnleitner, Muriel Hawkins, Adele Newson-Horst to our next meeting since they are all experienced site visitors. (Genisio will send invitation letter)

Next meeting will be on Thursday, December 4, 10:00-11:00 a.m. in Dempsey 212.

The agenda for the next meeting will include updates from subgroups; possible site visitor attendance; discussion on format for data analysis on documentation collected.

Meeting adjourned at 11:05 a.m.

Respectfully submitted, Marleen Flack, Recorder

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