

**NCA Higher Learning Commission Accreditation Preparation Committee  
Minutes  
Friday, November 18, 2005**

Present: Amanda Cone, Susan Cramer, Peggy Davidson, Craig Fiedler (Co-Chair), Jean Kwaterski, Margaret Michelina Manzi (Co-Chair), Susan Nuernberg, Quintin Sullivan, Mike Tippins, Mike Watson, Lori Worm

Craig Fiedler called the meeting to order at 12:45 p.m. He introduced the new recorder for the committee: Julia Jalovec. She will have her office in Polk 320 with a flexible schedule of two days a week; she will send her schedule to the committee members (can also view on-line under Jalovec); her phone number in Polk 320 is 424-2066. Her office will house the gathered data and documentation until the information is moved to the Rowland Room, the official NCA/HLC Resource Room. The Rowland Room will be available in January of 2007; it is currently designated as a student study lounge.

**Update Reports from Subcommittees:**

- Criterion Four (Craig Fiedler): Subcommittee is currently working on recruitment of new members; it is preferable to have 10-12 members on each subcommittee; current members came up with suggestions from different areas of expertise; check your criterion to see what kind of expertise would be needed. A personal appeal by the subcommittee chair resulted in 5-6 new members for Criterion Four.
  - Suggestions for recruitment:
    - Send a request letter with Departmental Unit Reflections, artifact coversheet, examples of completed artifact coversheets, and example of a format of what a report should look like.
    - Extract the specific information from the Excel Data spreadsheet relating to your specific criterion and send to your subcommittee members.
    - Stress the fact that most of the subcommittees' workload will be done from January to late April, 2006, and that is not a need for many subcommittee meetings since each member will have their portion of data/documents to work independently.
    - Send the chapter from University of Miami of Ohio Self-Study that corresponds to your criterion to your subcommittee members.
  - Adequate guidance and support are available from Co-Coordinators Cramer and Tippins.
  - Chair of subcommittee is ultimately responsible for turning in the report from the criterion subcommittee.
- Criterion Three (Margaret Manzi, Quin Sullivan): Chairs will recruit more members through personal appeal as done by chair of Criterion Four Subcommittee with informational email follow-up; chairs will review lists of University Assessment Committee's past memberships for suggestions.
  - Criterion Three currently has more data in assessment than University of Miami of Ohio Self-Study data.
- Criterion Two (John Koker): Lori Worm, a subcommittee member said that Sue Neitzel has been added to subcommittee membership but more members are needed: she will contact Koker to recruit more members for their subcommittee.
- Criterion Five (Peggy Davidson, Jean Kwaterski): Chairs will also recruit more members due to loss of several former members. Plan to ask Karen Bowen, Linda Bartelt, Greg Wypiszynski.

**Agenda Items for next meeting on December 9, 2005:**

- Subcommittee chairs will report on their recruitment success of new members; if there are problems, the Chancellor has offered to help with recruitment of new members.
- Campus-wide surveys issues: Surveys that cut across campus life and our mission are needed.
  - Identify specific information areas that we need to gather data on and may need using campus-wide involvement.

- Read your specific chapter in U of Miami of Ohio relevant to your criterion and bring issues to December 9th meeting so committee can decide on importance.
- Alumni Surveys were crucial in past Self-Study but not very useful now - not systematically administered.
- Oshkosh Student Association is piloting a student satisfaction survey in five areas in spring 2006 (Differential Tuition).
- Faculty Student Surveys of Engagement (FSSE): perceptions by faculty of student satisfaction.
- National Student Surveys of Engagement (NSSE) results will come out in fall 2006.
- Office of Institutional Research (Mike Watson) do surveys on a regular basis (NSSE, graduating senior survey).

**Update on Data:**

- Decide to what extent committee wants to go back to non-responders; deadline was November 15. Cramer and Tippins will check off data (on Excel spreadsheet) turned in and report results.
- Decide on timeline for subcommittees' submission of criterion information – December 5
- Check out system for chairs to subcommittee members by December 15.
- Subcommittee members will read and analyze artifacts for their criterion and email progress on analysis of artifacts among subcommittee members.

**Possible Visit by John Taylor, NCA/HLC Liaison:**

- Dr. Taylor will only come once unless there is a problem.
- Co-Coordinator will ask for his advice and counsel on materials sent to Dr. Taylor (outline of process, timeline, examples of data, where we currently are in process) and set up conference call – subcommittee chairs are invited to participate.

**Special Chapter on Environmental Initiatives on Campus (Manzi, Nuernberg):**

- Free-standing chapter in area of UW Oshkosh's horizontal distinctiveness: Green and environmental principles; these principles emerged from university initiatives and strategic operational planning and are qualities the campus embraces.
  - Students did an environmental audit that resulted in an Environmental Protection Award.
  - Susan Nuernberg will draft this chapter for the Self-Study.

Meeting adjourned at 2:00 pm.

Respectfully submitted,  
Marleen Flack, Recorder