

**NCA Higher Learning Commission Accreditation Preparation Committee**  
**Minutes**  
**Wednesday, January 26, 2005 (Sixteenth Meeting)**

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Present: Margaret Genisio (Co-Chair), Merlaine Angwall, Amanda Cone, Peggy Davidson, Nick Dvoracek, Ron Hardy, Jaya Jambunathan, John Koker, Jean Kwaterski, Quintin Sullivan, Mike Watson, Lori Worm

Margaret Genisio called meeting to order at 12:35 p.m.

**Approval of Minutes:**

- Quin Sullivan made motion to approve the minutes of December 1, 2004; Merlaine Angwall seconded motion; minutes unanimously approved by committee.

**Publicity Committee/Newsletter:**

- Margaret met with Nick Dvoracek and he agreed to chair the proposed Publicity Committee.
  - Posters and display information; highlight campus units (one at a time) that are currently involved in NCA/HLC accreditation preparations (Media Services staff will help - Natalie Johnson, Julie Tyson).
    - Suggestion to focus on engaging entire university in the re-accreditation process.
    - Suggestion to place display in Reeve Union outside of Bookstore area for high visibility
  - Writing a newsletter is not only a good way to inform the university of what is happening, but also a way to inform the NCA/Higher Learning Commission of the progress that UW Oshkosh is making with its accreditation.
    - Newsletter suggestions: 1) two times per semester in the beginning and maybe more in the year before accreditation; 2) Nick will do the first newsletter before campus data request letter goes out to help explain and clarify data collection; at next meeting, enlist help of co-editor(s) to help Nick with successive issues; 3) technology format for versatility; use of e-mail distribution lists and campus-wide distribution by Document Services; 4) since generating content for a newsletter is difficult and time-consuming, suggestion to hire an intern as investigative-type of reporter who will go out and get stories on units involved in accreditation; 5) highlight each criterion with what is happening around campus regarding this criterion; 6) highlight individuals on committee to attract attention of colleagues and show variety of people involved; 6) do each newsletter in color; contact Barry Gauthier, Document Services, and Bill Treible, University Relations, for cost effectiveness.

**NCA/HLC Accreditation Committee Timeline Information - Three General Stages** (from August & September meetings):

1. **2004-2005:** Develop a clear and accurate listing of offices/units; identify available data, data gaps, and processes for filling those gaps
  - Revise contact letter
  - Send data requests to all university units
    - \*Send data request letters to all university units in spring 2005.*
  - Set up forum for those receiving letter to ask questions
  - Availability of data reviewed by subcommittees
    - \*Do letter to 5 subcommittees within next two weeks explaining their duties and calling them back together (spring 2005).*
  - Data gaps identified by the committees
    - \*Over summer 2005, units will be providing data. Enlist help of 5 subcommittees to review and analyze data for gaps*
  - Methods to fill data gaps proposed by the committees
  - The full committee integrates the data collection needs and stimulates data collection
2. **2005-2006:** Gather existing data, collect any new data, perform data analysis
  - Use consistent format decided upon by committee
  - Subcommittees involved in data collection
3. **2006-2007:** Begin writing the 2007 NCA Self-Study Accreditation Report
  - Summer 2006 - writing team develops a draft report
  - Fall 2006 - Revision of the draft report
    - a. Committee circulates copies of draft self-study among units for review
    - b. Begins gathering all supportive documentation - electronic, hard copy, etc.

**Budget Items:** (Jean Kwaterski will help research budget items)

- Biggest cost is to organize, write, and edit 2007 Self-Study
  - a. estimate cost of additional resources through summer CAS (2 faculty for 2 summers)
- Cost of LTE support to help Office of Institutional Research (OIR) gather data
- Travel, lodging, meals for NCA/HLC Team
- Setting up Resource/Media Room
  - a. computers, laptops, file cabinets, etc.
- Printing costs of Newsletters (in color), replaceable posters for display (3'x5' plus initial set-up with frame)
- Work-study student to help with newsletter, poster and display development, our NCA/HLC web site

**Revision of Letter for Campus Data Collection:**

- Data Request Letter needs more refining and editing (Peggy Davidson, Jaya Jambunathan, Sam Adams).
- Include specific information regarding when information/data is due; some units (e.g. Administrative Services) need time to gather budget information and time-sensitive data.
  - Question: to what extent do units provide budget numbers?
  - Some budget data will need updating

**Assessment and General Education Discussion:**

- OIR beginning another pre- and post-testing strand of assessment (Mike Watson).
  - Most departments in L&S voluntarily have at least one class in pre- and post-testing.
  - CON has many clinicals that obtain qualitative data through student case studies.
- Academic Policies General Education Subcommittee (APGES) is in charge of general education policies and course approvals.
  - Margaret will meet with COLS Dean to discuss general education progress since last accreditation.
- TBIS (English) and PBIS (Math) are good models for assessment; pre- and post-testing for content knowledge; mechanical knowledge is also needed.
  - PBIS has 5 courses that will have pre- and post-testing and will start individual assessment in fall.

**Other Business:**

- OIR Director and Program Manager will attend NCA/HLC Annual Conference in Chicago, April 2005.
- Issue of co-chair for the committee: Dale Feinauer is current Co-Chair but his many and varied responsibilities and duties often prevent him from attending meetings; Margaret will meet with him to find out if he is able to continue as Co-Chair.
- The 2007 Accreditation was mentioned at the January 18 Mid-Year Strategic Planning Session. Margaret and the Provost will work to make it an important part of 2005 Opening Day Ceremony.
- Provost Earns discussed the 2007 Accreditation at the Academic Leaders' Breakfast on January 19, 2005.

Meeting adjourned at 1:40 p.m.

Respectfully Submitted,  
Marleen Flack, Recorder