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

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.
  o 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
  o 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
   • 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.
  o Question: to what extent do units provide budget numbers?
  o Some budget data will need updating

Assessment and General Education Discussion:
- OIR beginning another pre- and post-testing strand of assessment (Mike Watson).
  o Most departments in L&S voluntarily have at least one class in pre- and post-testing.
  o CON has many clinics that obtain qualitative data through student case studies.
- Academic Policies General Education Subcommittee (APGES) is in charge of general education policies and course approvals.
  o 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.
  o 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,
Marileen Flack, Recorder