

**NCA Higher Learning Commission Accreditation Preparation Committee  
Minutes  
Friday, February 25, 2005 (Seventeenth Meeting)**

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Present: Margaret Genisio (Co-Chair), Amanda Cone, Peggy Davidson, Nick Dvoracek, Craig Fiedler, Jaya Jambunathan, John Koker, Jean Kwaterski, Susan Nuernberg, Quintin Sullivan, Mike Watson, Lori Worm

Margaret Genisio called meeting to order at 9:10 a.m.

**Election of Co-Chair:**

*Background: In the agenda it was noted that there would be an election of a co-chair of the NCA/HLC Accreditation Preparation Committee at today's meeting. The faculty members present were not able to commit to the position of co-chair if it had major writing duties associated with it, or if the position would have release time associated with it, indicating heavy responsibilities and large time commitments. Personal agendas were full. The discussion turned to having a co-chair that would support agenda development and monitor the activities of the subcommittees as the accreditation process picked up speed. Co-coordinators would be appointed, with approval from the committee, by Margaret and Craig. They would have appropriate release time to engage with Margaret in developing the Self-Study Accreditation Report. At this time nominations for the co-chair of the NCA/HLC Accreditation Preparation Committee were entertained.*

- Call for nominations for co-chair from committee members
- Jaya Jambunathan nominated Craig Fiedler for co-chair; Peggy Davidson seconded nomination.
- There were no other nominations following discussion on possible nominees for the position.
- **Craig Fiedler (COEHS Interim Dean) accepted the nomination and the committee voted unanimously for Craig Fiedler as Co-Chair of NCA/HLC Accreditation Preparation Committee.**

**Co-Coordinators for Committee:**

- Discussion followed on the suggestion to appoint two additional co-coordinators, one from COLS and one from COEHS, COBA, or CON. Co-coordinators would be receiving 3-credit release time and summer CAS. Qualities needed are:
  - Good organizational skills, detail-oriented, availability through 2007 accreditation, well-respected across campus, previous accreditation experience (if possible).
  - Duties of Co-Coordinators should include:
    - Writing based on reports from 5 subcommittees from campus data collected
    - Interacting with committee members to keep process moving in the right direction
    - Possibly attend a NCA Conference
    - Help in writing and editing newsletters to inform campus about accreditation progress
    - Be part of writing team for 2007 NCA/HLC Accreditation Self-Study
  - Co-Chairs will draft a position description to circulate among committee members (consultation with appropriate dean included). Campus-based web advertising of the position can be one of the recruiting tools.
    - Suggestion to ask a senior faculty member who is retiring soon might be a good idea (Faculty Transition to Retirement plan in progress). A currently retired faculty member was identified as a possible consultant to the process.

**First Edition of Newsletter - Editor Nick Dvoracek**

- Costs: 1299 copies in 2-color=\$239; 1299 copies in one-color=\$108 (Document Services print and distribution costs)
- Discussion on print or e-news versions - use of both:
  - Print version to announce that accreditation is happening is easier to read (than scrolling through an email version) and will be kept longer so important information regarding the accreditation can be referred to more than once.
  - Another print version will be published in May 2005 and will be co-edited by Nick Dvoracek and John Koker.
    - Possible news story on summary and needs identified in the 1997 NCA Accreditation Self Study.
- Campus-awareness ideas - keeping in mind what audience you want to reach:
  - Posters in Reeve Union are limited to free-standing easels in common area. The committee is not favorable to continuing with the display project due to budgetary constraints.

- Titan Vision TV in Reeve Union - limited to basic information only; use one-screen attention-grabbing accreditation facts
- Channel 2 Titan TV Channel has weekly newscast; reaches community; Ryan Corbin is in charge of programming
- Meetings with faculty organizations to hand out newsletters such as the L&S Department Chairs monthly meeting

**Campus Data Request Letter:**

- Co-Chairs will fine-tune the current draft request letter to send out in spring.

**Proposed Budget - Jean Kwaterski:**

*(See attachment)*

**Subcommittee Discussion:**

- Draft of letter to subcommittees needs some revising (Co-Chairs):
  - "gather relevant examples" needs to be more specific
  - change timelines to correspond to those in Newsletter: 1. May 2005; 2. December 2005; 3. May 2006

**Additional Planning:**

- Minutes of NCA/HLC Accreditation Preparation meetings to be added to NCA/HLC website by link (Nick Dvoracek).
- Meetings will be held on last Friday of the month at 9:10 a.m. except for next month (Good Friday).
- Next meeting will be held on Friday, April 1, 2005 at 9:10 a.m.

**Approval of Minutes:**

- Jaya Jambunathan made motion to approve the minutes of January 26, 2005; Lori Worm seconded motion; minutes unanimously approved by committee.

Meeting adjourned at 10:15 a.m.

Respectfully Submitted,  
Marleen Flack, Recorder