

**NCA Higher Learning Commission Accreditation Preparation Committee**  
**Minutes**  
**Tuesday, April 13, 2004 (Ninth Meeting)**

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Present: Margaret Genisio, Tom Manning, Sam Adams, Amanda Cone (OSA), Nick Dvoracek, Peggy Davidson, Craig Fiedler, Jaya Jambunathan, Jean Kwaterski,, Quintin Sullivan.

The meeting was called to order at noon.

**Other Business:**

- Report on Dr. John Taylor's special meeting on March 17, 2004. Dr. Taylor noted that UW Oshkosh is right on track and moving forward in the right direction for the NCA Higher Learning Commission Accreditation in 2007.
- Tom Manning is stepping down as co-chair of the committee since he will be retiring in 4 weeks. The committee will request Faculty Senate for another faculty member to replace Manning. The committee will elect another co-chair in the fall semester.
- Check on membership of those originally appointed by governance and update membership with the Committee on Committees.
- Suggestion to schedule the meetings for the entire academic year beginning in fall.
- Minutes from December 4, 2003 meeting were approved unanimously.
- Margaret Genisio will distribute the timetable for the NCA Higher Learning Commission 2007 Accreditation to the Chancellor's Administrative Staff.
- Suggestion for placing an interactive poster board with high visibility in Reeve Memorial Union (Bryan Lilly/Margaret Genisio)
  - list of the HLCNCA 5 Criteria - college representation identified within each area (to rotate)
  - partial contents
  - UW Oshkosh governing ideas available
  - include our FSCASL Assessment and NCA Higher Learning Commission Accreditation Preparation web sites
- Send a short newsletter for faculty on regular basis on what is being done - regular updates.
- Proposal to ask a committee member to assist in preparation of self-study draft (due summer 2004) of the NCA Accreditation . This will be investigated.

**Discussion on Cross-referencing Criteria Contacts:**

1. Organize data list according to data sources
2. Identify common sources
3. Gather actual evidence/data

**Reports from Criterion Subcommittees:**

- Members and their subcommittees submitted drafts of contacts for their respective criterion.
- Criterion 5 created a draft for survey to send out (to all faculty?) to find out what outreach sources are available.
  - Not a lot of post-graduation feedback is available and this information will be needed.
  - There are accreditation bodies for department and colleges (COBA, COEHS, CON) that have important information regarding graduates/alumni from that area.
  - Dale Feinauer (Center for Community Partnership) and Marsha Rossiter (Graduate Studies & Continuous Learning) have outreach committees that address service and engagement.
  - Chancellor's Office is involved with engagement and service.
- After discussion, it was decided to use Criterion 4's organization of contacts format as a model for the rest of the criteria subcommittees to follow; it will be sent to committee members as a guide.
  - Use the Criterion's Core Components (e.g. 3a-d); then list a specific Example of Evidence and identify corresponding office/contact that provides proof of evidence.
  - Subcommittees should send their criterion's list to [flack@uwosh.edu](mailto:flack@uwosh.edu) by **May 10**.
- Be sure to verify with office/contact sources that data is available.
- After compiling contact lists, analyze and then determine areas that have data gaps.
- Suggestion: to use a matrix format (in table form) listing the office/contact and corresponding Criteria, Core Component and example of Evidence after cross-referencing.

Respectfully submitted,  
Marleen Flack, Recorder

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