

NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Tuesday, May 11, 2004 (Tenth Meeting)

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

The meeting was called to order at noon.

Discussions:

- NCA Higher Learning Commission Handbook of Accreditation distributed to committee members. Members were reminded to fill in their information and fax the *Handbook Registration Form* to the NCA Higher Learning Commission in order to receive the email notices of *Handbook* updates.
- First item on suggested timeline from NCA/HLC is to appoint a self-study steering committee by November 2004. UW Oshkosh appointed the NCA/HKC Accreditation Preparation Committee in October 2002 and the committee began its work in January of 2003 - 4 and 1/2 years ahead of accreditation. The time line will be sent to the committee members.
- General education is a very important issue in the 2007 Accreditation and the FSCASL (Assessment) Committee; the UW Oshkosh 10 General Education goals are very broad and the Assessment Committee is channeling them in the right direction.
- Provost Miller wants a clear statement of the draft self-study by late summer/fall 2004.
- Tom Manning and Nick Dvoracek will compile the 5 Criteria contact lists from the committee into a grid form.
 - presents concise information on each criteria
 - shows where the necessary information/data resides
 - after grid data base is created, committee will meet again for feedback
- Suggestion: to revise the 1997 self-study introduction and incorporate the new NCA/HLC 5 Criteria.
- Suggestion: not to actually gather all the specific data needed at this point but check and find out if the office/contact has the specific information available; identify pieces of key components that are needed; involvement of Office of Institutional Research for data/information.
- It is important role of this committee to not only develop a rudimentary plan but also to keep the 2007 accreditation highly visible to the university constituency.
 - Suggestion: using interactive poster board (Bryan Lilly, subcommittee Criterion 3).
 - Suggestion: publishing of (bi)monthly newsletter distributed across campus electronically to identify issues and give details and credit to the hard work already accomplished;
 - Contact Director Robin Asbury, University Relations, for possibilities of using an intern for writing newsletter
 - Possibly getting a Journalism intern to help with the newsletter.
- **Motion made by Quintin Sullivan to proceed with writing electronic newsletter and involve University Relations to supervise a possible internship; motion seconded by Jaya Jambunathan; motion passed unanimously by committee.**
- The immediate job of committee is to lay out the plan using the finished grid to identify where information/data is located and analyze gaps in information/data.
- For future accreditations, this committee should organize the process and enhance/embellish the annual report by incorporating the necessary data and planning into it; develop templates for tracking data by using readily available data like the annual report.
- Presentation of self-study to NCA/HLC will be in both electronic form (www.uwosh.edu/nca_accreditation) and hard copies located in a resource room for the site visiting team.
- Genisio will draw up and propose a budget to support the NCA/HLC 2007 visit.
 - included in this budget is possible release time for writer(s) to put final report together - very time consuming task; 3 primary writers and three assistant writers used in 1997 Accreditation Self-Study Report
- If possible, obtain an actual self-study from a newly accredited university using the present 5 Criteria so committee can review the format used.
- Invite one of UW Oshkosh NCA/HLC on-site consultants (Muriel Hawkins, Adele Newson-Horst, Tom Sonnleitner, Michael Zimmerman) who has done a recent accreditation to discuss experience with committee.

Next meeting of the NCA/HLC Accreditation Preparation Committee will be June 1, at 11:30 a.m. in Dempsey 212.

Respectfully submitted,
Marleen Flack, Recorder