

NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Tuesday, June 1, 2004 (Eleventh Meeting)

Present: Margaret Genisio, Tom Manning, Sam Adams, Peggy Davidson, Dale Feinauer, Craig Fiedler, Jaya Jambunathan, Jean Kwaterski,, Bill Mode for John Koker, Quintin Sullivan, Mike Watson

The meeting was called to order at 11:30. Sam Adams moved to approve the minutes of May 11 meeting; motion seconded by Margaret Genisio; minutes were approved unanimously by the committee.

Discussion followed on motion made by Quintin Sullivan to proceed with writing electronic newsletter and involve University Relations to supervise a possible internship by contacting Executive Director Robin Asbury:

- Committee members suggested that Nick Dvorachek could design the newsletter page electronically since it is his area of expertise. Electronic newsletter could be emailed to university (announcements@lists.uwosh.edu) with link to NCA/HLC Accreditation Preparation Committee Web site included.

Discussion on informational/interactive posterboard in common space area:

- Genisio and Bryan Lilly will be working on this project this summer.
- Information from each college on their projects will be included (in newsletter as well).

Sources of Evidence for NCA/HLC Accreditation: Tom Manning

- Data base includes these fields in grid form:
 1. Source - office for information
 2. Document - actual information; format (print, on-line) Document can be actual paper document, topic or analysis.
 3. Criterion and core component's example of evidence (3rd level)
 4. Notes
 5. Field for contact person should be included in the future
- Each document is a separate record in this data base; Committee needs to hand reference/review document area for duplication.
 - Judgment involved if same document serves several examples of evidence
 - Committee should review final grid for gaps/omissions in data
 - Suggestion: Use expertise of Emeritus College faculty for support of this project.
 - The data evidence submitted by the 5 subcommittee working groups was defined in different forms: topics, value statements, titled documents, and program form.

Pilot Study Letter: The committee discussed developing a pilot letter project to commence the gathering of evidence. Suggestion to send this letter to each source/office requesting specific document or information for the specific criterion core component's example of evidence that relates to their unit/office.

- Try a sampling of 5 offices to see how well this approach would work; personal follow-up to each office. The following offices were selected to receive the pilot letters:
 1. Chancellor's Office
 2. Center for New Learning
 3. Office of Sponsored Programs
 4. Dean of Students' Office
 5. Administrative Services
- Margaret will draft the letter.
 - Request specific information/document (titled document format) from the office/contact that would support the specific criterion component example of evidence we have listed for that office. Example: "Do you have a document related to Criterion (list specific their criteria here) that might support evidences, (list their specific examples of evidences here)? If you have any questions, please contact _____. If you wish, a committee member will be happy to meet with you to help you research this request."
 - Include a response time frame: "Please submit your documents to the Provost Office by July 15, 2004."
 - Circulate draft letter to committee members electronically before sending to office/contact.
- Issue: What is the continuing responsibility of the subcommittees, if any?
 - Analyze information on specific evidences for gaps or missing data?
- Suggestion: To make information gathering easier for future accreditations, some data could be collected regularly.
- Suggestion: Invite Joshua Ranger, Archivist, to meetings for historical data.

Next meeting will be held in mid July after letter response due date. Meeting adjourned at 12:45 p.m.

Respectfully submitted, Marleen Flack, Recorder

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