

**NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Wednesday, August 18, 2004 (Twelfth Meeting)**

Present: Margaret Genisio, Merlaine Angwall, Peggy Davidson, Nick Dvoracek, Craig Fiedler, Jean Kwaterski, Susan Nuernberg, Quintin Sullivan, Patti Wild.

Margaret Genisio called meeting to order at 11:35. Two new members were introduced: Merlaine Angwall, Theatre, and Susan Nuernberg, Chancellor's Fellow. Genisio gave general explanation of what is occurring with the NCA/HLC Accreditation Preparation Committee and where we are now in terms of planning.

Approval of Minutes:

Discussion on items from the minutes of June 1, 2004 meeting: Genisio has contacted Joshua Ranger about attending some committee meetings and plans to contact those emeritus faculty experienced in the area of accreditation to help review data. Jean Kwaterski made motion to approve minutes of June 1, 2004 meeting, seconded by Quintin Sullivan; motion to approve minutes passed unanimously by the committee.

Other Business:

- Lori Worm, Assistant Vice Chancellor, Administrative Services, has requested to join the committee as a representative for Administrative Services.
- Election of Co-Chair is scheduled for the first meeting in fall, 2004.
- Discussion of implementation of NCA/HLC Newsletter at next meeting.
 - suggestion to wait until spring 2005 to start newsletter.
 - find student to do newsletter (possibly Journalism Department intern)
- Question: Should the Chancellor address the NCA/HLC 2007 Accreditation at the Opening Day Ceremonies on September 7? University is 3 years out from the accreditation. Some committee members suggested that it might be too soon.

Review of Pilot Letter Project Results:

- Several of the 5 offices/units went into great detail.
- Administrative Services gave no written response but met with Genisio to discuss which criteria involved their unit.
- Suggestion from one office/unit was to give a deadline of one month to gather information.
- Clarification that actual documentation is needed for NCA Criteria Examples of Evidence;
 - e.g.: need the minutes of an advisory council not just the fact of its existence.
 - documentation of an historical event not just the activity.
- Three primary goals of doing the Pilot Project Letter:
 1. Find out what shape we are in terms of current collection of data.
 2. If a specific office is responsible for certain proofs of evidence; can the office/unit supply this proof and/or does it have other proofs of evidence not listed.
 3. Find out where gaps of information are occurring so committee can address these issues.
 - Re-enforce the fact that accreditation is not an optional process; every office/unit has to comply.

****Committee suggested refining request from Project Letter original 5 office/units before involving rest of University.**

- Address targeted problems and feedback with key person in each of the offices/units
- Have 5 offices/units actually try and produce documentation for 5 Criteria.
- Refining the requests will be a learning experience for the office (and for the committee) in ascertaining what type of documentation (evidence) the unit actually has.
- Committee members will help draft some questions for Genisio to ask when she meets personally with each of the 5 offices/units and email their suggestion to her by Friday, August 20.
 1. What data do you actually have in your unit?
 2. Do you understand the NCA Criteria?

Preparation for Written Draft Report:

- Develop and identify key tasks in the timeline.
- Get commitment from Chancellor and Provost as to who gets release time. Ask for same release time as in the 1997 Accreditation (Genisio will find out if Provost has a budget):
 - Have two coordinators, two years out from 2007 Accreditation with 3-credit release in fall and spring semesters and 7 and 1/2% summer CAS .
 - 3-person writing team - one summer CAS at 7and 1/2%
- Electronic resources needed (Nick Dvoracek):
 - Add more students in media services to help with electronic documentation
 - electronic documentation will mirror resource room organization
 - input from Archivist Joshua Ranger in setting up resource room
- Need analysts to help find gaps in data.
- Office of Institutional Research data and input.
- Faculty Senate Committee on Assessment of Student Learning has documentation of actual implementation of existing academic programs (website: www.uwosh.edu/faculty_staff/mihalick/assessment.html)
 - Program reviews
 - Surveys of graduates

Recorder will send out scheduling memo to committee members. Next meeting will be in September after reviewing schedules. Meeting adjourned at 12:45 p.m.

Respectfully Submitted,
Marleen Flack, Recorder