

**NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Friday, September 23, 2005**

Present: Sam Adams, Merlaine Angwall, Amanda Cone, Susan Cramer, Peggy Davidson, Dawn Dettlaff, Nick Dvoracek, Craig Fiedler (Co-Chair), Jaya Jambunathan, Jean Kwaterski, Margaret/Michelina Manzi, Susan Nuernberg, Quintin Sullivan, Michael Tippins, Michael Watson, Lori Worm

Margaret/Michelina Manzi called the meeting to order at 12:40 p.m.

NCA/HLC Newsletter Discussion (Mike Tippins):

- Future newsletters will feature the rest of the Five NCA/HLC Criteria; Criterion One was highlighted in September 2005 Newsletter.
- The “Spotlight” on a specific unit/office will be continued on the back page.
- Co-coordinators Mike Tippins and Susan Cramer will be responsible for content of Newsletter
- Nick Dvoracek will oversee the aesthetic and electronic portions of the Newsletter.
- Committee members are requested to help with ideas for stories and news items.

Template for Collection of Data (Susan Cramer):

- Time line review:
 - Fall 2005: Units/offices are to gather the information.
 - Spring 2006: subcommittees review, edit, revise and summarize the information that is pertinent to their particular criterion using standard format.
 - Summer 2006: the writing team comprised of Manzi, Cramer, Tippins, and Nuernberg will prepare the first draft.
 - Fall 2006: draft will be reviewed campus-wide for accuracy and revisions.
 - Final Accreditation Report is sent to NCA/HLC Reviewing Team in early January, 2007.
- Template (Artifact Coversheet) will be in consistent format to house all the information gathered; the five subcommittees will follow this format in analyzing the gathered artifacts/data evidence.
 - Delimitation of an artifact because of range in size of some documents (from COBA accreditation to one-page minutes).
 - Ask in template if artifact is available electronically, or on website.
 - Co-Chairs and Co-coordinators will refine and finalize Artifact Coversheet format.

Relationship Between NCA/HLC Criteria, the University’s mission, Strategic Directions and Operational Plans:

- It’s important for subcommittee members to include thoughts/ideas for each criteria - especially linking the evidence to the University’s Mission *Governing Ideas* (Strategic Directions) and 7 *Key Operational Plans* (7 K.O.P.). This linking of NCA Criteria to 7 K.O.P. is very important to the Chancellor and Provost.
 - Chancellor will present the first three Key Operational Plans in October: 1) Academic Program and Student Assessment Outcomes; 2) Human Resource Support and Development; and 3) Enrollment Management and Student Support

- In January, the Chancellor will present the remaining 4 Key Operational Plans: 4) Finance and Budgeting; 5) Facilities Master Plan; 6) Information Technology; and 7) Advancement and Relationship Development.
- The Re-accreditation will measure the effectiveness of these 7 Key Operational Plans.
 - 7 K.O.P. are measured well by 5 NCA Criteria
 - 7 K.O.P. are not separate but part of the accreditation process
 - Subcommittee members may want to talk with or invite authors of 7 K.O.P. to help incorporate them into their analysis of the gathered artifacts/data and inform/remind authors of the NCA/HLC deadlines for UW Oshkosh Accreditation on March 12-15, 2007.

Other Business:

- Suggestion to use any information from our previous 1997 Self-Study Report that would work in the upcoming report; possibly use subsets for outline.
 - New criteria are much different than the ones used in 1997; it is better to use current NCA's outline of criteria as our outline.
 - Co-coordinators will identify some of the self-study reports that NCA/HLC uses as examples (Eastern Illinois University, University of Miami, Ohio).
- Nick Dvoracek will organize the Five NCA Criteria by criterion and sub-criterion information on our NCA/HLC Re-accreditation web site. Hard copies of documentation will be housed in the resource room.
 - Check on physical location of the resource room - a room on the 2nd floor of Polk Library was used in 1997.
- Data request letters will be sent to offices/units next week along with Departmental/Unit Reflections of Criteria attachment (hand-out).
 - Cover letter will refer to the NCA/HLC Re-accreditation website.
 - Include language that in addition to the suggestions attached to the letter from the subcommittees, the office/unit identify and submits any other information that would satisfy specific criterion and their core components.
 - Include information on who and where to send the requested information.
- Suggestion that Joshua Ranger (Archivist), can possibly keep track of physical documents/data.

Meeting adjourned at 1:40 p.m.

Respectfully submitted,
Marleen Flack, Recorder