

**NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Wednesday, September 29, 2004 (Thirteenth Meeting)**

Present: Margaret Genisio, Sam Adams, Merlaine Angwall, Nick Dvoracek, Craig Fiedler, Dale Feinauer, John Koker, Jean Kwaterski, Susan Nuernberg, Quintin Sullivan, Lori Worm

Margaret Genisio called meeting to order at 9:05 a.m. She introduced Lori Worm, Administrative Services as a new member of the NCA/HLC Accreditation Preparation Committee during the meeting.

Approval of Minutes:

The phrase "in terms of current collection of data" was added to "Find out what shape we're in...". Craig Fiedler made motion to approve minutes of August 18, 2004 meeting as amended; seconded by Jean Kwaterski; motion to approve minutes passed unanimously by the committee.

Election of Co-Chair:

Margaret pointed out that the new co-chair should be a faculty member and his/her duties would be to help direct meetings and work flow of the committee and assist the other co-chair in carrying out the duties of the committee. She asked for nominations from the floor. Sam Adams nominated Dale Feinauer; Craig seconded the nomination. Committee unanimously agreed on the nomination. Dale accepted the nomination as Co-Chair of the NCA/HLC Accreditation Preparation Committee.

Review of Pilot Letter Project Follow-up:

Here are the five units and the randomly assigned visitation process:

1. Chancellor's Office - Jaya Jambunathan (Mary Olson)
 - Jaya was not available but Administrative Secretary, Mary Olson assured Margaret that they have all the information that was suggested in the pilot letter.
2. Dean of Students - Nick Dvoracek (Jim Chitwood)
 - Jim Chitwood has been contacted with the follow-up questions but no response has yet been received.
3. Center for New Learning - Jean Kwaterski (Martha Tempesta)
 - Director Martha Tempesta plans to give a list of the 5 NCA Criteria to her staff and keep them high visible until time of accreditation to help with collection of accurate data from their unit.
 - Suggestions from Martha to improve requests for information/data:
 - include timeline in letter to offices/units and include the date of when the committee would like the actual data for NCA
 - clarify what type of information the office/unit needs to give the committee
 - an example (s) would be helpful to determine if unit has the data
 - include explanation of all criteria
 - use of bullets in cover request letter to list information needed would be helpful
 - conduct forums or information sessions at different times to help faculty and staff understand the accreditation process
 - use of employees.list email to keep NCA Accreditation highly visible and moving forward and also update university personnel on current happenings/milestones in the gathering of data
4. Sponsored Programs - Quintin Sullivan (Linda Freed)
 - Director Linda Freed unavailable within allocated timeframe; Quintin will contact her this week.
5. Administrative Services - Margaret Genisio (Tom Sonnleitner, Lori Worm)
 - This unit is also responsible for Human Resources, as well as financial and financial support services therefore some of the information requested may be available in other offices/units; the Provost's Office also has information for some financial budget areas.
 - Note: It is important to determine which offices/units are under the same administration area when we ask for actual data to avoid multiple contacts of same unit.

Timeline Information - Three General Stages:

1. 2004-2005: Develop a clear and accurate listing of offices/units; identify available data, data gaps, and processes for filling those gaps
 - Revise contact letter
 - Send data requests to all university units
 - Set up forum for those receiving letter to ask questions
 - Availability of data reviewed by subcommittees
 - Data gaps identified by the committees
 - Methods to fill data gaps proposed by the committees
 - The full committee integrates the data collection needs and stimulates data collection
2. 2005-2006: Gather existing data, collect any new data, perform data analysis
 - Use consistent format decided upon by committee
 - Subcommittees involved in data collection
3. 2006-2007: Begin writing the 2007 NCA Self-Study Accreditation Report
 - Summer 2006 - writing team develops a draft report
 - Fall 2006 - Revision of the draft report
 - a. Committee circulates copies of draft self-study among units for review
 - b. Begins gathering all supportive documentation - electronic, hard copy, etc.

Other Business:

- College of Nursing is presently working on interim report for accreditation and when the process has been completed, Dean Merritt Knox will share the accreditation materials/data with the committee (in approximately one month). Margaret will follow up on collection of this data.
- Tasks are needed for the working subcommittees so the members will continue to remain involved in the work of the committee.
 - One committee goal was to get feedback from each unit; subcommittee members could help with this task and be assigned particular offices/units and determine what information is actually available; use timeline as flow chart for subcommittee tasks.
 - After requests for description of information goes out to all offices/units, subcommittees can meet to review results and evaluate, analyze and give their comments to the committee; this will help uncover gaps in information/data.
- Create campus awareness for the NCA/HLC Accreditation process and what is going on. Successful accreditation needs campus-wide involvement and effort.
 - Initial announcement from Chancellor and Provost on 2007 NCA/HLC Accreditation.
 - Use employee.list email to distribute general timeline for accreditation and acquaint the university with UW Oshkosh NCA/HLC website; send updates, key events or milestone information using the employee.list email approximately every two months.
 - Plan one or two general campus-wide information sessions after initial announcement by Chancellor.
 - Implementation of bulletin/poster board in Reeve Union to sustain campus awareness and display key events and current milestones of the NCA accreditation process.
 - Margaret, Nick, Bryan Lilly, and Robin Asbury will meet to discuss
 - Have University Relations' *The Bulletin* announce updates on the accreditation progress on a regular basis.
 - Link specific NCA/HLC Criteria to routine happenings and events on campus
 - Document special events or efforts with community.
 - Use smaller working forums to ascertain availability of information/data and to answer questions from units who have received committee's letter of request for data.

Meeting adjourned at 10:10 a.m.

Respectfully Submitted,
Marleen Flack, Recorder