

**Higher Learning Commission of the North Central Association
Accreditation Preparation Committee
Minutes of February 15, 2006 Meeting**

Present: Susan Cramer, Peggy Davidson, Dawn Dettlaff, Nick Dvoracek, Craig Fiedler (Co-chair), Jaya Jambunathan, John Koker, Jean Kwaterski, Margaret Manzi (Co-chair), Susan Nuernberg, Mike Tippins, Mike Watson, Lori Worm

At 12:35, the meeting was called to order by Margaret Manzi.

Reports from Subcommittees:

- Criterion 1 – Nick Dvoracek
 - Subcommittee met over winter interim and Criterion 1 artifacts were distributed.
 - To date, artifact database shows 38 evaluations – this includes all Criteria, not just Criterion 1.

- Criterion 2 – John Koker
 - Criterion 2 artifacts will be distributed Monday, February 20.
 - Many of subcommittee's members have resigned, but have been replaced by new members.
 - John will send an updated member list to Julia Jalovec and Nick Dvoracek.

- Criterion 3 – Margaret Manzi
 - Criterion 3 held a meeting that included Susan Cramer and Mike Tippins. Their explanation of the re-accreditation process was quite helpful to subcommittee members.
 - Subcommittee members are making arrangements with Julia Jalovec to pick up Criterion 3 artifacts. The deadline for submission of analyses is February 28.

- Criterion 4 – Craig Fiedler
 - Current subcommittee membership is 11.
 - There was a meeting held over winter interim and artifacts were distributed. A February 20 deadline for analyses was given.
 - Members were given a couple of things to think about as they're analyzing the artifacts:
 1. Does the artifact contain all the information? Ideally, several people should examine each artifact to gain different perspectives.
 2. Dig deeper in order to make connections to Criterion 3 elements.

- Criterion 5 – Jean Kwaterski
 - Subcommittee met in December, and Susan Cramer and Mike Tippins were present to provide further information on re-accreditation process.
 - Initially, some members did have some issues with database, but Nick Dvoracek was able to resolve the issues.
 - A February 28 deadline for analyses was given.
 - Jean told members that, if there are questions on artifact(s), they may need to go to the submitter.

Artifact Issues

Julia Jalovec provided a list of offices (attached) that have not submitted any artifacts. The list was examined by committee members, and individuals volunteered to contact the offices.

At this point, should Chancellor Wells contact these offices? No. First, phone calls and/or visits will be made.

Susan Cramer stated that very large documents don't have to be physically submitted, but a yellow artifact coversheet is needed.

Mike Tippins asked what the absolute deadline was for artifact submission. After discussion, committee members decided the date would be March 1. All analyses should be completed by end of March. The writing team will get started in May.

Lori Worm noted that other subcommittees had comparative data in some of their artifact submissions. Should Criterion 2 also include comparative data? Mike Tippins said to hold off on that for now. Craig Fiedler asked "Who are our peer groups?" Susan Cramer replied that we don't have good data. As re-accreditation process proceeds, better comparative data may be needed. If a Criterion subcommittee feels they need comparative data, they should contact Susan Cramer. Mike Watson stated that it has been his experience that HLC of NCA has not mentioned comparative data.

Susan Cramer and Mike Tippins gave a re-accreditation presentation at the January 12 Academic Leaders Workshop. Margaret Manzi noted that this helped to fulfill the re-accreditation requirement of "campus conversation". The feedback from this presentation will be used during the analysis process, and Julia Jalovec will turn the feedback into an artifact.

Margaret Manzi urged committee members to look at the Academic Leaders Workshop presentation information on UWO website.

May Report

Susan Cramer and Mike Tippins developed a template for May Report.

Other Topics of Discussion

The annual meeting of The Higher Learning Commission in Chicago is scheduled for March 31 – April 4. Susan Cramer, Margaret Manzi, Susan Nuernberg, and Mike Tippins will be attending.

Margaret Manzi asked Susan Nuernberg the status of the 7 Key Operational Plans. Susan Nuernberg stated that all information is available online. Feedback is still being solicited, and after it's received it will be analyzed. Feedback analyses should be completed by end of March, 2006.

Jaya Jambunathan asked if a discussion of the re-accreditation process could be made at a Faculty College. Margaret Manzi replied that this had already been done. Craig Fiedler suggested that re-accreditation information could possibly be added to College meetings. Jaya Jambunathan would like Susan Cramer and Mike Tippins to attend the next College of Nursing meeting.

Mike Tippins suggested a late-fall presentation showing highlights of the self study.

Margaret Manzi suggested that, after HLC of NCA office moves to 2nd floor in Polk (March, 2007), scheduling an open house may be a good idea.

Margaret Manzi stated that all open (transparent) meetings have been documented; the open communication ties into the self-study.

Craig Fiedler reported that some people have asked when the five (5) subcommittees will disband. He has told them that they may continue through fall 2006.

The following items will be discussed at the March 22, 2006 committee meeting:

- Need for committee meetings over summer 2006.
- Sketch of self-study report
- Plan for site visit

The meeting adjourned at 1:40PM

Respectfully submitted,
Julia Jalovec, Recorder

**HLC of NCA
No Artifacts Submitted
as of 2/15/06**

Office	Committee Member Responsible for Contacting Office
Academic Advising	Margaret Michelina Manzi
Academic Computing	Nick Dvoracek
Academic Computing User's Group	Nick Dvoracek
Americans With Disabilities Act Advisory Committee	Jean Kwaterski
Archives	Susan Cramer
Board of Regents website information	Nick Dvoracek
Career Services	Margaret Michelina Manzi
Center for Academic Resources	Margaret Michelina Manzi
Enrollment & Information Services	Nick Dvoracek
Ethics Committee	Nick Dvoracek
Faculty Senate Committee on Assessment of Student Learning	Margaret Michelina Manzi
Financial Aid	Jean Kwaterski
Foundation Office	Margaret Michelina Manzi
Gender Equity Council	Margaret Michelina Manzi
Graduate Studies	Susan Cramer
Grants & Faculty Development Office	Margaret Michelina Manzi
Institutional Review Board	John Koker
Oshkosh Student Association	Jean Kwaterski
Student Affairs	Jean Kwaterski