

**Higher Learning Commission of the North Central Area  
Accreditation Preparation Committee  
Minutes  
Friday, December 9, 2005**

Present: Merlaine Angwall, Susan Cramer, Peggy Davidson, Dawn Dettlaff, Nick Dvoracek, Craig Fiedler (Co-chair), Jaya Jambuathan, John Koker, Jean Kwaterski, Margaret Manzi (Co-chair), Quintin Sullivan, Mike Tippins, Mike Watson, Lori Worm.

Craig Fiedler called the meeting to order at 12:45PM.

Craig reminded the chairs of the 5 Criterion subcommittees that, if assistance is needed with recruiting additional members, they should feel free to call upon Susan Cramer, Mike Tippins or Julia Jalovec.

**Reports from Subcommittees:**

- Criterion 4 – Craig Fiedler
  - At their next meeting (January 2006), Craig will distribute artifacts pertaining to Criterion 4.
- Criterion 1 - Nick Dvoracek
  - Currently, there are eight (8) members, and they are trying to increase that number.
- Criterion 2 – John Koker
  - Sue Neitzel joined the subcommittee; she is replacing Tom Keefe. Ken Splittgerber joined the subcommittee; he is replacing John Berens. Barbara Rau is taking a sabbatical, but two (2) replacements may be joining. Recruitment of new members is continuing.
  - Margaret Manzi suggested that John extend an invitation to Josh Ranger, archivist.
  - Craig Fiedler reminded all subcommittee chairs to give the names of new members to Julia Jalovec and Nick Dvoracek.

- Criterion 3 – Quin Sullivan
  - Quin stated that Craig’s suggestion of making personal contact with potential subcommittee members was very helpful.
  - Craig suggested that recruitment templates/handouts be distributed during subcommittee meetings.
  - Margaret Manzi plans to invite Mike Tippins and Susan Cramer to the Criterion 3 subcommittee meeting. She feels that they will be able to resolve any questions or concerns regarding the requested data.
  
- Criterion 5 – Jean Kwaterski
  - Currently, there are nine (9) members. There is a subcommittee meeting scheduled for Friday, December 16.
  - Craig advised attendees that, if they have concerns, a committee chair should be contacted right away; don’t wait.

### **Artifact Database**

Nick Dvoracek presented/demonstrated the re-accreditation artifact database and distributed printed instructions.

Nick reported that he has the ability to restrict access and editing capabilities. He also stated that the database was implemented to eliminate the production of paper documents. By examining the database, the writing team will be able to locate the information they need.

John asked if subcommittee members would be entering the data.

Craig doesn’t want subcommittee members to become frustrated with entering data, and he acknowledged that some won’t want to use the database at all.

Quintin feels that one person should be responsible for entering data; it would lower the possibility of mistakes.

Susan Cramer stated that people were asked to submit paper and electronic versions of “Examples of Evidence”. She also added that the electronic submissions she received via email were moved to the campus ‘R’ drive and placed in the ‘Re-accreditation’ folder. The names of the individual files begin with the name of the submitter (e.g. Jill Endries Admissions).

## **Artifact Database (continued)**

Mike Tippins suggested that data be entered by only 1 or 2 people from each subcommittee; everyone agreed.

It was decided that the artifacts would not be distributed to subcommittee chairs during this meeting. Julia will keep the artifacts she has and enter them in the database. The database automatically assigns an artifact number, and Julia will record that number to the front of the artifact cover sheet. During the first week in January, the artifacts will be distributed to the subcommittee chairs.

John suggested that database passwords and instructions be distributed during subcommittee meetings, rather than delivered via email; everyone agreed that this was a good plan.

Nick will begin process of creating passwords for subcommittee members.

If someone does not want to enter information to the database, Julia will enter it.

Meeting adjourned at 1:55PM

Respectfully submitted,  
Julia Jalovec, Recorder