

**NCA Higher Learning Commission Accreditation Preparation Committee
Minutes
Friday, April 29, 2005**

Present: Margaret Genisio, Craig Fiedler, Susan Nuernberg, Michael Tippins, Sam Adams, Amanda Cone, Peggy Davidson, Dawn Dettlaff, Jaya Jambunathan, Jean Kwaterski, Quintin Sullivan, Mike Watson, Lori Worm

Margaret Genisio called the meeting to order at 9:15 a.m.

New Co-Coordinators

New co-coordinators, Susan Nuernberg and Michael Tippins, were introduced.

NCA/HLC Data Collection

A sample template for collecting data for the NCA/Higher Learning Commission Accreditation 2007 Self-Study Report, prepared by Craig Fielder using Criterion Four, was distributed to committee members. The template was created as a result of a meeting between Margaret Genisio and Craig Fiedler at which it was realized there was need for a more consistent format in gathering and reporting on data and for more specific instructions as to what is needed.

- The model sets up a method of indicating examples of evidence listing the office/unit that can provide each kind of information, the key individual in that entity and the type of document/data to be received from them.
- Committee members agreed the sample template was a good, workable model that would help in the collection of data.
- Subcommittees are being given the template to use in exploring further the information to be used for each of their criteria.
- Subcommittee chairs will get together to review the list of places from which information will be gathered and work to try to avoid overlapping requests for information.
- Subcommittee chairs were asked to schedule at least one more meeting this semester.
Lori Worm was added to the Criterion 2 subcommittee.
- An earlier committee timeline had established that by May 2005, what has been identified as data, would be reviewed.
- The goal is to take information from the five subcommittees and start drafting the self-study in the summer of 2006.
- Mike Tippins and Susan Nuernberg and, to a lesser extent Margaret Genisio and Craig Fiedler, will be involved in the creation of the report.

Discussion on draft budget proposal

- A proposed two-year budget of \$81,650 for accreditation work, drawn up by Jean Kwaterski, was discussed. That figure does not include money for CAS support.
- The two co-coordinators were scheduled to begin their work in the summer of 2005 and receive CAS support equal to 7.5 percent of their salaries for this summer and also the summer of 2006. They would also both get three credits of release time for each of four semesters.

- Discussion indicated that the \$3,500 allocated for a computer may not be needed.
- Retired UW-Oshkosh English professor and administrator Tom Herzing, who is now a writing consultant, may be hired to write the self-study. He was among the writers of previous UW-Oshkosh self-studies.
- Margaret Genisio will finalize the budget.

NCA/HLC Annual Conference –Key lessons learned

Margaret Genisio reported that the conference provided a considerable amount of worthwhile information, especially related to assessment. The emphasis is on the journey of assessment rather than the scores and stressed the need to use workshops and other means, to help with that journey. She said members will be asked about conversations they are having related to assessment.

Upcoming Meeting

The next meeting is scheduled for May 27, 2005, at 9:10 a.m. in Dempsey 212.

Peggy Davidson
Recorder