

**Higher Learning Commission of the North Central Association
Re-accreditation Subcommittee Chair Meeting
Minutes of April 18, 2006 Meeting**

In attendance: Margaret Manzi, Mike Tippins, Lane Earns, Lori Worm, Craig Fiedler, Susan Nuernberg, Susan Cramer, Amanda Cone, Jean Kwaterski, Jaya Jambunathan, Nick Dvoracek, Quin Sullivan, Peggy Davidson

Margaret Manzi called the meeting to order at 8:05AM.

Margaret, Susan Cramer and Mike Tippins reported on what they saw and learned at the NCA of HLC Annual Convention.

- Many of the self-study reports they saw contained evaluative statements, evaluative data, and narratives were evidence based.
- While conducting evaluation, NCA will look at the process as well as the self-study report.
- NCA is highly concerned with student assessment.
- Many institutions shared their Criterion 3 reports and in some cases, the institutions were asked to provide NCA with updates in 2 – 5 years.
- Some institutions were reprimanded for not having separate departments for Human Resources and Affirmative Action.
- Susan Nuernberg overheard that 70% of institutions don't "pass" "Student Assessment" portion of re-accreditation.

A handout containing guidelines for the following subjects was distributed: "Five Fundamental Questions as Prompts to Conversation on Student Learning", "Key Understandings", "Evidence", "Assessment as Inquiry and Action".

Concerns were raised about not getting the needed data from all departments. However, many non-academic departments are conducting/have conducted their own assessments.

As expected, the May Report will have holes that will need to be filled.

A discussion took place about placing preliminary drafts of self-study report on UW-Oshkosh website and allowing input from campus community.

A "Snapshot" will be sent with the self-study report. Mike Watson and Ken Splittgerber will be contacted for information.

An inquiry to NCA is needed regarding "Change Request" for internet-based degrees.

Margaret will speak with UW-Milwaukee and UW-Whitewater about their recent re-accreditation experiences.

University must show that it is moving in the right direction, that it is aware of weaknesses, and is taking steps to improve.

Criterion 4 deadline for summary report should be completed mid-May. He also stated that their report may contain more bullet points than paragraphs; bullet points would reference artifact numbers.

Most of Criterion 1 documents have been looked at. There are gaps in the mission statements, but Nick Dvoracek is searching UW-Oshkosh website.

Lori Worm reported that Criterion 2 is struggling with the lack of data in artifacts. She plans to contact Office of Institutional Research. Their summary report should be completed mid-May.

Quin Sullivan reported that all Criterion 3 artifacts have been looked at and that an outline was developed the first draft. Their summary report should be completed mid-May.

Jean Kwaterski reported that a few artifacts still need to be reviewed. She has noticed that there is much anecdotal reference, but not much hard evidence. Their summary report will be finished mid-May.

Susan Nuernberg feels that it may be helpful for an outside organization (technical writers) to review the self-study report.

An end date needs to be set for data submission. Any material submitted after the cutoff date would be placed in a notebook for future use/reference.

The inclusion of an extra chapter, a "green" chapter, was discussed, and the consensus was that it would be a great way to end the self-study report (positive note).

NCA requires the university to publish basic information regarding the re-accreditation and allow community comments.