

NCA ACCREDITATION PREPARATION COMMITTEE

Minutes

January 24, 2003 Meeting (First)

Members present: Peggy Davidson, Craig Fiedler, Dale Feinauer, Margaret Genisio, Tom Manning

Guests: Provost Keith Miller; Mike Watson, Director, Institutional Research

Interim Assistant Vice Chancellor Margaret Genisio, in charge of re-accreditation and assessment, called the meeting to order at 2:05 p.m. Committee members introduced themselves.

Committee Charge:

Provost Miller gave the charge to the Committee and stated that this charge reflects continuous improvement of our institution as a byproduct of accreditation. Setting up processes and methods to meet the re-accreditation requirements, shows us as a quality institution.

Provost Miller also discussed the length of service of this Committee (2007 is re-accreditation) and suggested building in flexibility through release time for some members on this Committee as duties become more complex. Since the Committee has such an early start, the Provost hopes to have a similar draft to *NCA Re-accreditation Report 1997* (prepared by UW Oshkosh) by the summer of 2004.

History of 1997 NCA Re-accreditation and Reflections on Past NCA Experience:

- The past re-accreditation committee had 2 core coordinators with Pat Koll as liaison.
- There were 5 committees/teams – one for each NCA standard - to gather relevant information for their standard and write draft.
- Summer CAS was given to some committee members.
- There was a final report memo from the core coordinators with suggestions and lessons learned (Craig Fiedler, Tim Crimmins, and Pat Koll).
 - The reports from the five committees varied greatly in quality and thus it was not an efficient way to gather relevant data.
 - Do not gather too much data early as it would have to be continuously updated.
 - Do check the issues from the previous NCA re-accreditation to avoid former pitfalls (review previously mentioned memo from core coordinators).
 - Do keep the campus community continuously informed and involved in the NCA Re-accreditation process; keep NCA highly visible on campus until the site team arrives at the University in 2007.
 - Previous re-accreditation committee only had two years to gather data and prepare the final report; this was too short a time to take any corrective action and became strictly a data-gathering, report-finding, “creative writing” task.

NCA Higher Learning Criteria:

Margaret Genisio asked Committee to review NCA's new criteria for accreditation by the next meeting. The new criteria include 1) implementation; 2) general education; 3) assessment; and 4) program adjustment changes.

The Committee should establish base-line statistics. She reported that the NCA has a base-line program that can be constantly updated and is an ongoing flow of data from campus to NCA; NCA will assign a representative to work with us. There will also be a campus Web site to keep the University community informed about the progress of the re-accreditation processes.

Issues/concerns raised by Committee:

- When does NCA expect our data flow to start?
- Who are the designated/key writers of the draft? Genisio and Co-chair.
- How often should the Committee meet?

Nominations for Co-Chair:

Genisio asked for nominations from the Committee. Tom Manning volunteered to be Co-Chair. Dale Fienauer moved to accept Tom Manning as Co-Chair of the NCA Accreditation Preparation Committee. Peggy Davidson seconded the motion. Motion was passed unanimously by voice vote.

Suggestions for Next Meeting:

Feinauer suggested setting up a timeline, working backwards from the Summer 2004 draft date. Included in this timeline should be:

- Identification of data needed and data we already have.
- Issues that need to be done/resolved.
- Identify who will do data collecting.

Genisio requested that Committee members come up with some key questions and email them to her at genisio@uwosh.edu before the next meeting. Members will be asked for their schedules/availability and a meeting will be scheduled in the second week of February.

NCA Conference in Chicago on April 13-16:

Genisio passed out conference information for the NCA Annual Meeting Conference in Chicago. The Provost will sponsor 3-5 committee members who would like to attend the NCA Annual Meeting Conference in Chicago, April 13-16. Please let her know as soon as possible if you are interested in attending. At present, Quintin Sullivan and Genisio are planning on attending. Information on the conference will be sent to the Committee members who were not present at this meeting.

After a few closing remarks from the Provost, the meeting adjourned at 2:50 p.m.

Respectfully submitted
Marleen Flack, Recorder

