

**UWSP ACCREDITATION**  
**It's All About Learning!**

**Accreditation Steering Committee**  
**Meeting Notes from Friday, February 23, 2007**  
**Founders Room, Old Main**

**Present:** Karyn Biasca, Dave Arnold, Patti Becker, Julie Zsido, Wayne Sorenson, C.R. Marshall, Neil Heywood, Patty Holland, Steve Bondeson, Bob Mosier

**I. Announcements**

New HLC Policy on "Related Entities" Karyn Biasca presented information about the new HLC policy. The following information is from that policy: "In some situations, an applicant, candidate, or accredited institution's finances, planning, governance, budget and approval processes, recruitment, information systems, employee compensation or other operations are not fully controlled by its local governing board, and decision-making responsibility is shared with one or more non-accredited "related" entities. This policy is intended to ensure that accreditors receive the information and assurances about the situation necessary to determine whether the accredited entity complies with the Commission's policies.

A related entity may include a corporate parent, system administration or board, religious sponsor, funding sponsor (which, in some cases, may include an equity or investment fund), or other entity that can affect decisions related to accreditation."

Guidelines for Moving Public Folder Documents Karyn Biasca reviewed the following guidelines for moving public folder documents to the accreditation website: 1) As electronic documents are referenced in the self-study, the author(s) save a copy of the original file; 2) The author(s) email the file to Bob Mosier, with a suggestion for the "category" part of the Becker Locator Number (BLN); 3) Bob Mosier confirms the BLN category, assigns a sequential (final) part of the BLN and forwards the document and code to Justin Poggemann; 4) Justin converts the file to a PDF (so the settings will be the same for all of the documents in the VRR), stores and catalogues it; and 5) all documents from the CTFs will be submitted through the CTF chairs.

Visit With Dr. John Taylor Karyn Biasca reported that Virginia Helm had invited Dr. Taylor to join us on Sunday, April 23, 2007 in the evening for a discussion about HLC business related to the March 2008 visit.

Strategic Planning Process Bob Mosier and Steve Bondeson reported on the strategic planning process. The Planning Session Group and the Review Group have been established. The Planning Session Group will develop drafts

of a SWOT analysis, mission statement, values statement, and a structure to continue the planning process in the fall. The Assessment Subcommittee is preparing a revision to the campus assessment process that will move through Faculty Senate, hopefully this semester. Virginia Helm announced in the Faculty Senate meeting on February 21 that a review of GDRs would begin during the second semester 2007. A small group of 3 or 4 faculty would generate a plan for the review of the GDRs, which would be carried out by a larger group. The review of the GDRs does not currently have a date for completion. That would be developed by the planning group.

UWSP Responses to the Recommendations from the 1998 NCA Visiting Team Bob Mosier shared a draft of UWSP responses to the recommendations from the 1998 NCA visiting team. He noted that the criteria being used for the responses are from 1998. The current criteria of HLC have been changed from 1998. He asked for feedback on the draft. The draft is being submitted to the editor, Dave Arnold, who will reference it in the introduction to the self-study report. The full text of the responses will appear in the appendix of the self-study report.

UW-La Crosse's Report Summary on Their Feedback from HLC Steve Bondeson shared a copy of the feedback from the HCL to UW-Lacrosse with respect to their GDRs. Discussion followed about the implications from the feedback to UW-La Crosse to possible feedback to UW-Stevens Point with respect to our GDRs.

## **II. Planning for the HLC Annual Meeting in Chicago**

Travel Karyn Biasca reported that Barb Nelson has arranged for a mini-van and a sedan for travel to and from the HLC meeting. People traveling on Saturday April 22, in the mini-van and the sedan, will meet in the parking lot of the Science Building at a time to be determined later. Several Steering Committee members are making their own travel arrangements.

Hotel Reservations Karyn Biasca handed out hotel confirmation sheets and asked people to call the hotel and transfer the hotel confirmations to their names and credit cards.

Meeting Registration Karyn Biasca reviewed the HLC annual meeting registration process with the Steering Committee and assisted the Committee in making meeting registrations.

## **III. Reports from the Criterion Task Force (CTF) Chairs**

Criterion Task Force One: Karyn Biasca CTF One is using the D2L site for reviewing materials and feedback. In terms of compelling evidence for CTF One, Karyn thought that the select goals of the University were very compelling for core component 1a. The Plan 2008, dealing with diversity, is positive evidence for core component 1b.

Criterion Task Force Two: C.R. Marshall CTF Two is meeting every week and moving forward with their work. C.R. will ask the task force members for compelling evidence for CTF Two.

Criterion Task Force Three: Patty Holland CTF Three has found many pieces of evidence in support of their core components. They have started a draft of their chapter, which Patty is writing. Three compelling documents of evidence for CTF 3 are the Map of Student Success, the report by the colleges of evidence of using assessment data for budgetary decisions, and the annual assessment reports.

Criterion Task Force Four: Patti Becker CTF Four is holding weekly meetings and is moving along with their process. Patti is helping each of the core component task force members, as well as writing the chapter. With respect to compelling evidence, the AASCU Report, A Map of Student Success, The Rights and Responsibilities document, the Scholarship and Service Report, and the Exit Surveys of Departing Faculty are very informative.

Criterion Task Force Five: Neil Heywood CTF Five is accumulating a great deal of evidence. CTF Five would like to see the University have a more central location for data collection in the future, possibly in the office of Institutional Research, so that the materials are more easily accessible. CTF Five is looking at the annual reports of the UWSP Foundation, and listings of external funding for research grants, among other sets of data. CTF Five is using the report of Miami of Ohio as a model for their chapter. They are using the Holland Matrix in combination with the Association of Community Tasks data. They will be using data from the service learning center, Campus Compact, which engages with other institutions.

#### **IV. Marketing**

Criterion Three Open Discussion Wayne Sorenson and Julie Zsido did a fine job with the logistics of the Criterion Three Open Discussion and Patty Holland did a fine job of presenting on this criterion.

Criterion Four and Criterion Five Open Discussions Criterion Four will have an Open Discussion on March 14, from 3:30-4:30pm in 116 CPS. Criterion Five will hold an Open Discussion on April 10, from 3-4pm in 230 CPS.

Letters to the Community Virginia Crandell has been very helpful to Julie and Wayne in terms of getting letters sent out to 123 community members in Central Wisconsin about the self-study process.

April Newsletter Julie and Wayne are beginning to think about the April HLC newsletter. Part the newsletter will feature Criterion Three. Julie and Wayne would welcome ideas for articles for the April newsletter. Julie and Wayne will begin working on it over spring break.

Potential Spaces for the HLC Team Visit After March 15, 2007, Wayne and Julie can begin reserving space for the HLC team visit in March 2008 in the University Center. Wayne and Julie are looking at rooms that have couches, space for file cabinets, and space for materials to be available, as well as an adjacent room with a kitchenette and a room for computers to be set up. The backup plan, if the University Center is not completed, will be 073 Debot and some classroom space.

**V. Editor**

Compelling Interest Information for the Introduction Dave Arnold is looking for thoughts about compelling interest information about UWSP to be included in the introduction to the self-study report. One example would be the Fine Arts addition. Another would be the renovation to the University Center. Dave would welcome other ideas for this area of the introduction.

**VI. The Next Meeting**

The next meeting will be on March 9, 2007 from 7:15 to 8:30am in the Founders Room, Old Main.