

UWSP ACCREDITATION
It's All About Learning!

Accreditation Steering Committee
Meeting Notes from Friday, January 26, 2007
Founders Room, Old Main

Present: Karyn Biasca, Dave Arnold, Steve Bondeson, Patti Becker, Neil Heywood, Patty Holland, C.R. Marshall, Bob Mosier, Don Peters, and Julie Zsido

Guests: Dave Dumke and Randy Peelen

I. Announcements

Don Peters, Community Representative Karyn Biasca introduced Don to the Steering Committee as the community representative and welcomed Don to the self-study process. Karyn mentioned that Don, as a Board of Trustees member at Carroll College, has significant knowledge about the accreditation process, as well as having knowledge about editing, strategic planning, and working with regulatory agencies. The University is very fortunate to have someone as knowledgeable and skilled as Don to participate in the re-accreditation process.

Ann Cohen's Visit Ann Cohen, the chair of the AASCU team, is holding several open forums with respect to the recent AASCU report findings and recommendations for UWSP. The first open forum will be on Friday, February 2 from 7:30-9:00am in Room 230 CPS. Karyn urged as many Steering Committee members to attend that meeting as possible as a group. The second open forum will be on Friday, February 2 from 12-1:30pm in Room 310 LRC.

Meeting of CTF Chairs and Dave Arnold Karyn Biasca will arrange a meeting of the CTF chairs and Dave Arnold in the near future to talk about their respective chapters and how they can better coordinate the content of each chapter with each other.

Meeting of CTF Members on February 8 Karyn Biasca reminded Steering Committee members of the meeting on February 8, from 3-5pm, in Room 604 LRC of all CTF members who are able to attend the meeting. The purpose of the meeting is to discuss the cross-cutting themes and how they might be better coordinated among the chapters.

II. The Design of the Accreditation Website and the Self-Study Report

Discussion with Dave Dumke and Randy Peelen The Steering Committee wanted to thank Dave Dumke, Randy Peelen, and Justin Poggemann for all of

their excellent work on the accreditation website. The discussion held with Dave and Randy was very helpful in working out a number of issues. The goals were stated as: 1) having a accreditation website that would have a similar design look to the self-study report; 2) having a CD available for the visiting team of accreditation materials; 3) incorporating design aspects of the UW-Milwaukee accreditation website into the UWSP accreditation website; 4) identifying the primary audience for the design of the website as the HLC visiting team, with easy navigation being a critical element of the design; 5) linking documents that are referenced in the self-study report so that the documents themselves open up in the electronic version of the report; 6) agreement of timelines for Dave and Randy to work backward from March 2008 and the visit of the HLC review team; 7) development of a protocol by Randy to describe the process of pulling documents from the Public Folders and getting them into the Virtual Resource Room on the accreditation website; and 8) a discussion with Meas Vang, Dave Arnold, and Randy Peelen as the principal members to discuss the coordination of the design of the self-study report and the accreditation website (Randy will pull the meeting together in the near future).

Several suggestions were presented with respect to the continuing development of the website. Pilot tests of the accreditation website would be very helpful. Karyn asked each task force to have a member pilot testing various parts of the website. A second suggestion by Neil was to use pop-up windows in pages so that key material could be looked at without moving off the page.

With respect to materials in Public Folders, documents will need to be pulled from them and converted into documents to place in the Virtual Resource Room. Randy will develop a protocol for how to deal with the documents in terms of getting them from Public Folders and sending them to Justin Poggemann, so they can be placed in the accreditation website. Bob Mosier will act as the gatekeeper for the documents as they come out of Public Folders.

III. Strategic Planning

Provost Helm's Strategic Planning Process Provost Helm is developing a strategic planning process for second semester. It will involve a coordinating team of 7 people to plan a retreat on a Saturday in late February at CWES. The retreat would have up to 36 people who would work on a mission statement, values statements, a SWOT analysis, and some general goals for strategic planning. Review groups would be established for looking at the drafts from the February retreat. A second retreat would be planned for the end of April.

IV. Updates from the Criterion Task Forces

Criterion Task Force One: Karyn Biasca The first CTF will begin meeting shortly. The first CTF has a partial chapter draft done and will have more done by the middle of February.

Criterion Task Force Two: C.R. Marshall The second CTF will begin meeting next week. C.R. is working on Core Component 2a and will be wrapping it up. Others are working on 2b and 2c. 2d will be the last to be done, as it will incorporate strategic planning efforts going on this semester by the campus. First drafts of the first three core components will be done by the end of February or early March.

Criterion Task Force Three: Patty Holland The third CTF will begin meeting shortly. The CTF is going to begin writing their draft shortly. Assessment will be a major feature of their writing. A draft will be ready before Spring Break.

Criterion Task Force Four: Patti Becker The fourth CTF met twice in January. They are meeting every week during this semester. They will have a draft ready by spring break. Patti is working with each of the members writing about evidence for the four core components. CTF 4 met with Dave Arnold to talk about style guidelines. They have a great deal of evidence and need to write the narratives for that evidence.

Criterion Task Force Five: Neil Heywood This CTF has not yet met this semester, but will shortly on a bi-weekly schedule for the semester. They have received a spread sheet with 19,000 registered internships on it. They are looking at funded research and then at Foundation activities. They will be preparing a rough draft close to spring break

V. Marketing

Newsletters and Open Discussions Julie Zsido shared a draft of the next newsletter. She would like feedback on it by next Tuesday, January 30. One question she had was would people like the same font or different fonts in the newsletter. The next open forum, CTF 3, will be Monday, February 19 in Room 310 CPS at 3:30pm. The second open forum of the semester, CTF 4, will be Wednesday March 14 in Room 116 CPS at 3:30pm. Julie will send descriptions of the open discussion sessions and the next newsletter to Justin Poggemann for inclusion in the accreditation website.

VI. Editing of the Self-Study Report

Style guide Dave Arnold handed out copies of the style guide and reviewed the guidelines with the Steering Committee members. He also handed out an outline of the structure for the introduction to the self-study report. The cross-cutting themes will be written into each chapter for several paragraphs and

will also have their own place at the end of the self-study report. Dave would like the chapters to be presented to him in narrative style, rather than bulleted lists. He would also not like the chapter drafts to have footnotes written into the text, but to let him take care of that. He would also like documents to have Becker locator numbers attached to them.

VII. HLC Annual Meeting

Plans for the Meeting Steering Committee members who are attending the HLC conference will be staying at the Hyatt. They will be traveling to the conference on Saturday, April 21. Steering Committee members need to use their travel cards for registration and the hotel reservations. Each Steering Committee member needs to register himself or herself for the conference. When registering, choose the discounted rate, putting in UWSP. Members need to register before March 1. Members will plan as a group which sessions to attend prior to traveling to Chicago. In addition, the Steering Committee decided to not invite significant others to attend the conference with them. The reason for this is that the meals and evening activities are viewed as an extension of conference discussions, in which Steering Committee members would continue to deal with accreditation issues. Steve Bondeson is an exception to this guideline.

VIII. Next Meeting

The next meeting will be Friday, February 9, from 7:15-8:30am in the Founders Room, Old Main.