

UWSP ACCREDITATION

It's All About Learning

Accreditation Steering Committee
Meeting Notes from Friday, March 30, 2007
Founders Room, Old Main

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

I. Discussion of Preparation for and Participation in the HLC Team Visit: Review of Section 5.4 in the Handbook of Accreditation

Room Reservations On Campus Wayne Sorenson reported that he had reserved 5 rooms for the HLC visiting team in the University Center. One of those rooms, on the second level overlooking the concourse, will provide a comfortable setting for discussions of the visiting team. Wayne will reserve rooms in the Fine Arts Building and the Founders Room in Old Main as potential backup rooms.

Hotel Reservations Wayne will reserve individual rooms and a group meeting room for the visiting team in one of the hotels to the north of the campus.

Vehicles Wayne will reserve several fleet vehicles for transportation of the team.

Guides Wayne will develop a list of guides to assist the visiting team in moving from meeting to meeting, as well as using people within the meetings themselves to help the team members get to their next meeting. Wayne anticipates that the team members will split up, with several meetings going on at the same time.

Communication Flow The main communication will be between the Chancellor (or her designee), the HLC liaison, and the team leader. Steve is preparing a campus-wide message announcing the dates of the visit and asking campus members to be available for meetings with the team during their visit. That message will go out in the near future.

Technology Needs Wayne is preparing a list of technology needs for the visiting team, including fax machines, printers, zerox machines, computers, etc. Wayne will work with Information Technology to have a technical support person available on call. He will also talk with the Help Desk about setting up access to the campus network for the visiting team.

Preparation of the Virtual and the Physical Resource Room Wayne asked the Steering Committee to review section 9.4 of the Handbook on Accreditation "Materials for the PEAQ Evaluation Process", with respect to what type of materials to prepare for the visiting team. The Virtual Resource Room is continuing in its development.

Preparations of Other UW System Schools Wayne will contact several other UW System schools who have recently gone through the re-accreditation process to get a copy of their schedules for their team visits. He will bring

these schedules into a future Steering Committee meeting for discussion and planning.

Budget for the Visiting Team Wayne will review with Steve the budget for the visiting team.

II. Reports from the Criterion Task Force (CTF) Chairs

Criterion Task Force One: Karyn Biasca Karyn reported that the first CTF chapter draft has been developed. Parts of it still need some work. There are several graphs and tables contained in the chapter draft. Dave Arnold would like the formatting of charts, graphs, and tables to be as minimal as possible. Karyn posted a draft of CTF One in the D2L and would like feedback. In the next Steering Committee meeting, there will be a discussion about charts. The look of the charts and graphs should be consistent in the various chapters. The timeline for inclusion of data in charts and tables would be since 1998.

Criterion Task Force Two: C.R. Marshall C.R. reported that the development of 3 out of 4 of the core components of CTF Two is going well, while the fourth core component still needs some work. C.R. is working to make CTF Two flow from CTF One. He is working on a few charts and graphs and hopes to have a draft to Dave in the near future.

Criterion Task Force Three: Patty Holland Patty reported that she and her CTF are searching out more material for certain core components under CTF Three. The second and third core components are going well, while the fourth needs more work.

Criterion Task Force Four: Patti Becker Patti is working on getting more detail on certain core components, but in general, things are moving along with the draft of CTF Four. She will be meeting with Dave Arnold to discuss the use of graphics in the text. Patti received compliments from the Steering Committee on the Open Discussion of CTF Four. It was very well done.

Criterion Task Force Five: Neil Heywood Neil reported that CTF Five is still gathering material and getting it organized. He is not writing yet, but is continuing to develop the material into a cohesive unit. He is working on the section and sub-section headings as part of that organization of the chapter. With respect to the Open Discussion on April 10, he is going to open with a PowerPoint presentation and will present some results for discussion. There was also a discussion about the needs for the CTF chairs to consult with one another on how they are covering diversity in their chapter. It was also agreed that diversity would form a larger part of some core components than others.

III. Marketing

Open Discussion for Criterion Task Force Five Wayne reported that the Criterion Task Force Five Open Discussion will be held on April 10, 2007, from 3-4pm in Room 230 of the CPS Building.

Next Newsletter Wayne reported the next newsletter will be printed for distribution during the week of April 2-6.

IV. Editor

Style Guidelines Dave Arnold discussed with the Steering Committee general guidelines for drafting of chapters, including the idea of providing minimal formatting on charts, tables, and graphs. He discussed the need to examine evidence and report evidence about the various core components, without moving into the provision of solutions for any problems that were identified. There was also discussion about identifying the cross-cutting themes for each of the chapters.

Introduction Dave is continuing to work on the introductory chapter to the self-study report. He is currently identifying more information for the introduction.

Evidence as A Representative Sample for Each Core Component of the Criteria Dave discussed the need to provide representative samples/examples of evidence for each of the core components, rather than trying to cover in detail each piece of evidence in support of the core components for the criterion.

V. Next Meeting

The next meeting will be on April 13, 2007, from 7:15-8:30am, in the Founders Room.