

UWSP ACCREDITATION

It's All About Learning!

Accreditation Steering Committee
Meeting Notes From Friday, September 15, 2006
Debot Center

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

I. Announcements

Faculty Senate Executive Committee Meeting Steve Bondeson met with the Executive Committee this week, providing handouts on the accreditation process. The Executive Committee consists of chairs of the Faculty Senate Standing Committees. He emphasized the accreditation process values of being candid, open, collegial, and focused on learning. He informed the Executive Committee that the self-study will be candid, sharing the strengths of UWSP, as well as areas for improvement. The Executive Committee was very receptive to these ideas.

General Education Review Steve Bondeson announced that the visiting team for the General Education review will be on campus November 2 and November 3. Steve views their visit as both an opportunity to receive an evaluation of our General Education program, but also to act as a dress rehearsal for the accreditation visiting team visit in March 2008. There will be 7 people on the site visiting team. There will be open forums leading up to the site visit. Arrangements are being made for a room for the visiting team to meet on campus. The visiting team will meet with SGA, as well as other groups on campus. Dave Arnold will meet with the team to talk about the tone and tenor of the report, so that it follows in the same general style as the self-study report. Steve will also ask the visiting team to review the accreditation website for suggestions and feedback.

Communication in CTFs Steve stated that the co-coordinators will share information with the CTF chairs and ask that the CTF chairs share that information with their CTF members.

Minutes of CTFs Steve asked that minutes of CTFs be placed in the D2L site. These minutes will be available for the visiting team. Karyn Biasca will create a spot for minutes under each criterion in the D2L.

Access to Calendars Steve indicated that everyone has access to Outlook Calendars for scheduling new meetings on the calendar. There is no need to give special permissions in order to use this very helpful feature. Other users will not be able to see your calendar, only what times are available.

Revised Budget Steve is preparing a revised budget for the accreditation self-study process that will include a request for released time for the editor/writer in the spring of 2007.

Inclusion of Grad Programs, Co-Curricular Programs, Athletic Program, Arts Programs, and Others Steve reminded the CTF chairs to include grad programs, co-curricular programs, athletic programs, arts programs, and others when writing a draft for their criterion.

Syllabi When using a syllabus from a course as part of evidence in your self-study, please ask for a copy directly from the faculty member.

Student Course Evaluations Please let Faculty Senate, the Student Government Association, and the Academic Affairs Committee know if you will be using student course evaluations as part of your criterion self-study.

Responses to the 1998 visiting team's recommendations Steve announced that the Steering Committee as a whole needs to work on responses to 1998 recommendations. The notebooks from the 1998 self-study are located in Archives on the fifth floor of the library. Volume 601 has the comments of the 1998 visiting team.

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

Criterion Task Force One: Karyn Biasca The first CTF will meet next Monday for the first time. Karyn has posted several self-studies from other schools for the CTF members to review, as well as providing them with other documents for their review. The five core components will be divided up among the members.

Criterion Task Force Two: C.R. Marshall The second CTF will have all four members working on the core components together. They will begin working on core component 2a. Their open forum will be either the second or last Wednesday in November, opposite the Faculty Senate meeting times. They have reviewed the core components in their first meeting. They will use the second and fourth Wednesday of each month for their meeting times. C.R. is aiming for the end of February for the draft of his CTF to reach Dave Arnold.

Criterion Task Force Three: Patty Holland The third CTF met on Monday to review the criterion and core components. They are looking at other self-studies for ideas about what areas were provided as evidence. Patty reported that many of the self-studies covered similar areas. They used the accreditation website as a resource and appreciated the work of Justin Poggemann and Randy Peelen. Patty shared several resource documents with the CTF. They are dividing up the core components, with each member being responsible for one of them.

Criterion Task Force Four: Patti Becker The fourth CTF met twice this week. Each CTF member is responsible for a core component and the cross cutting themes. Patti will float among them to assist where necessary. Patti provided detailed information on the evidence provided by UW Whitewater for the fourth criterion to the CTF members.

Criterion Task Force Five: Neil Heywood The fifth CTF met on Tuesday of this week. There were 7 people at the meeting. Neil proposed a series of operating procedures and guidelines to the group. He will include written

dissents with all decisions, if there are any on the CTF decisions. The CTF will have a face to face meeting on the first Tuesday of each month. Other communication will include the use of email and the phone. Neil has external involvement of community members on his CTF. They have divided up the core components. Steve shared that email and phone conversations are an acceptable alternative to face to face meetings, where appropriate for a CTF. Neil thanked Wayne Sorenson and the LIFE group for their support of his presentation he made to a LIFE group. He shared accreditation materials with his LIFE members.

III. Marketing

Overview of Marketing Wayne and Julie reported on the marketing efforts currently being carried out. A letter from the Chancellor and Provost to community members has been drafted and is being reviewed. Jerry Blanche and his office are providing assistance with contact people in the community and region to send the letter and other information to.

The First Open Forum Steve and Bob will present information and hold discussions with participants on Thursday, September 21, from 3:30-4:30pm in Room 322 in CPS. A notice of this forum appeared in the Message of the Day. Steve will assist with sending the information out in email form.

The Second Open Forum The original date for the forum featuring Criterion One is being changed from October 25 to a different date.

Meeting Rooms and Food Only the Founders Room and O73 Debot allow food. Typically, food is not allowed in classrooms.

Meeting With CSAC Steve and Bob will meet with CSAC on October 12 to discuss the self-study process.

Meeting With SGA Steve and Bob will meet with SGA on October 5 to discuss the self-study process. Ross is putting accreditation newsletters in the SGA office for senators to read.

Meeting with Faculty Senate Steve will be presenting updates to the Faculty Senate about the General Education review and the accreditation self-study next Wednesday, September 20.

Chancellor's Newspaper Column The Chancellor will share information about the accreditation self-study process in her monthly column in the Stevens Point Journal.

Newsletters The Steering Committee was very appreciative of the great job that Julie and Wayne are doing with marketing and the newsletters. Julie and Wayne will provide extra copies of the bookmarks and newsletters to any CTF chairs that request them. They are beginning work on the second newsletter.

Art and Design Wayne has contacted the head of Art and Design to see if there is a class interested in accreditation marketing projects.

IV. Accreditation Website

Justin Poggemann and Randy Peelen The Steering Committee was very appreciative of the tremendous work done by Justin and Randy. They have created a wonderful resource for the use of the CTFs, the visiting team, and others interested in the self-study process. They have received some suggestions for changes from the Steering Committee and are working to implement them.

V. Style Guide

Updates on the Style Guide Dave Arnold reported that he found UW Whitewater's self-study report a beneficial model as a style guide. There is a link in the D2L to their self-study report, as well as other schools for those interested in reviewing them. Neil reported that the Institutional Snapshot done by the University of West Virginia was quite well done. Dave reported that the library home page has links to various style guides such as the APA style guide. He is going to receive training on EndNote, a bibliographic software package that is available campus-wide, so that he can use it in writing the self-study report. Dave would like to receive text documents with minimal formatting as drafts so that he can work on having a consistent formatting style across the five criteria.

VI. Next Meeting

The next meeting will be on Friday, October 6, in the Debot Center from 7:10-8:30am.

Thanks to all the members of the Steering Committee for their excellent work.