

UWSP ACCREDITATION

It's All About Learning!

Accreditation Steering Committee
Meeting Notes from Tuesday, June 20, 2006,
Room 507, Learning Resources Center

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

1. Announcements

Accreditation for Online Programs Steve Bondeson announced that he is deliberating about a coordinator for the accreditation for online programs process. Hopefully, the visit will occur next spring.

Review of General Education Programs Steve will be having a planning meeting in July for this process, with an independent site team visit in the fall. This visit will be helpful for the university in general, and more specifically for the Steering Committee, since their report will provide valuable information for the self-study process.

New Member for Criterion Task Force Four Patti Becker has a new member: Rick Hauer from Urban Forestry in the College of Natural Resources.

Accreditation Steering Committee Mission and Values Steve handed out a copy of the mission and values statement for the committee.

Accreditation Budget Steve handed out a copy of the accreditation budget. It has been approved. The committee unanimously approved a proposal from Steve for a half-time release for Dave Arnold in the spring of 2007. The task force drafts will be presented to Dave during the spring 2007 semester and the released time will provide an opportunity for Dave to work more closely with the drafts during that semester. The self-study report is to be completed in final draft form by August, 2007.

Promises from 1998 Steve passed out a copy of the promises that were made to NCA from UWSP from the 1998 report. He reported that they had been met. He also noted, as a reminder, that the 1998 NCA criteria are different from the present HLC criteria.

Materials from Sessions from the HLC Annual Meeting Steve noted that the Steering Committee had received MP3s from the HLC Annual Meeting. All handouts from meetings are available on the HLC website.

Feedback from the Provosts Steve handed out "Lessons Learned From the HLC Self-Study Process at UW-W". It had some very helpful suggestions.

UWSP's HLC Annual Report Steve handed out a copy of UWSP's HLC Annual Report as information for the Steering Committee. It is prepared each year by the Director of Institutional Research, Kirby Thockmorton.

2. Marketing

Marketing Plan Julie Zsido and Wayne Sorenson presented a marketing plan for next year. The plan was very well received by the Steering Committee, who appreciated the fine work by Julie and Wayne.

Re-Accreditation Newsletter Julie and Wayne presented a copy of the UW- Oshkosh re-accreditation newsletter. It was approximately 4 pages in length. Each issue focused on a different story or aspect of the accreditation process at UW -Oshkosh. The Steering Committee agreed that UW-Oshkosh's newsletter could be used as a guide in the development of UWSP's newsletter. Julie and Wayne planned to have the newsletter go out every other month in 2006-2007, with a news release going out during the off month. They thought that the newsletter would be electronic, except for the first one, which would have a paper copy. Themes and topics for each newsletter would need to be worked out. Each criterion task force would be highlighted in one of the newsletters. One of the early newsletters would have answers to frequently asked questions. Ideas were expressed about coordinating information with the Chancellor's address in the fall.

Bookmarks with HLC Accreditation Criteria Julie has developed a bookmark with the HLC accreditation criteria on it. Julie utilized the information from HLC, but personalized it for UWSP. It would be put on cardstock and handed out to faculty, students, staff, and other interested persons. The Steering Committee liked Julie's prototype for a bookmark a great deal. Possible places for it to be handed out: the Chancellor's address in the fall; the Student Involvement Fair in the fall; and the New Staff and Faculty Orientation and Involvement Fair in the fall. Steve will check on copyright issues for the bookmark with HLC.

Open Forums Julie discussed the concept of open forums, to be held by the Steering Committee Criterion Task Force chairs. Julie and Wayne would help to plan the logistics for these forums. **They would like to know by early September the preferred places, times, and dates** when the chairs would like to hold the forums.

3. Resource Room Documents

Bob Mosier reviewed two documents with the committee: Resource Room Documents and The Reference Guide for Codes for the Resource Room. He asked for questions or comments. The Steering Committee thought they would work well. Justin Poggemann will be putting the documents on the UWSP accreditation website with hyperlinks for easy access. Steve Bondeson commented that there the Steering Committee is not bound by the Open Meeting Law, but anyone who would like to attend any accreditation meeting in more than welcome. With respect to the documents, anything that is generated by the Steering Committee is open to the public. Anything that is received from other university committees needs to have permission from that committee to be released. Steve will work to get permission for the work in the Resource Room documents to be available. If anyone has questions about this, Steve will respond to them. Steve would also like documents that are generated by the Committee members to have it noted when it was drafted and/or revised.

4. UWSP Re-Accreditation Website

Justin Poggemann presented two designs for the UWSP Re-Accreditation Website. The Steering Committee liked the designs a great deal. They appreciated Justin's expertise and are looking forward to working with him in the fall. The Steering Committee preferred the design with the Old Main tower in the upper right. The Steering Committee discussed several additions to the website, including a space on the left for the newsletter and adding a forum/blog site on the website. Justin will attend future Steering Committee meetings. The website for the virtual resource room will be completed before the beginning of school in August.

5. Tutorial on the D2L

Karyn Biasca presented a tutorial on the D2L site that she has designed for the Steering Committee. She gave information on its use, how to access the site, and the various components of the site. She and Steve Bondeson are listed as the 'instructors/staff' and the Steering Committee and Task Force members are "students" for purposes of accessing the site. Karyn indicated that the site has a discussion section, in which messages can be added, files can be attached, and responses made to different messages. Karyn has also built in a link to other schools' accreditation websites. A suggestion was made to put the newsletter in the content section of the D2L.

During the summer, Karyn does not anticipate a lot of activity, but in the fall it will most likely be fairly busy. The site will support internal discussion among Steering Committee members and Task Force members. The Steering Committee members were very thankful for this useful site and appreciated all of the time and effort by Karyn to set it up.

6. Information Requests

Steve sought information from the Steering Committee on who can access the accreditation email account. He also asked for questions that the Steering Committee would like to have Steve ask John Taylor, UWSP's HLC liaison. Please send questions to Steve prior to his phone conversation with John Taylor in August.

7. Location of Visiting Team on Campus in March, 2008

The Steering Committee suggested that the Visiting Team be in a comfortable room with windows and enough space to cover their work needs. The Founders Room or a place in the renovated University Center were suggested as examples of places that might work well.

Steve indicated that the hard copies of documents for the resource room did not need to be in the same room as the Visiting Team would work in. Steve will check to see what needs the Visiting Team will need at the hotel site for computer access, group meeting space, etc.

8. Next Meeting

The next meeting will be the last week in August. Steve will present information on the time and place later in the summer.