



**HIGHER LEARNING COMMISSION COMMITTEE**  
**Criterion Four: Acquisition, Discovery, and Application of Knowledge**  
**17 September 2004 Meeting Minutes**

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Present: Denise Ehlen, Ed Erdmann, Elizabeth Hachten, Rex Hanger, Mary Beth Mackin, Elizabeth Ogunsola, Howard Ross (Chair), Sandra Scott Duex, Sally Vogl-Bauer, and John Zbikowski.

Absent: All members present.

**1. Member Introductions.**

**2. Selection of a Secretary**

D. Ehlen volunteered to serve as the secretary for the Higher Learning Commission Committee for Criterion Four.

**3. Discussion of Handouts**

*a. Self-Study Timeline*

Received the charge and reviewed key dates and responsibilities. H. Ross provided an opportunity for members to ask questions.

*b. The Higher Learning Commission Institutional Accreditation: An overview*

H. Ross provided an overview of the role of the North Central Associate of Colleges and Schools (NCA) and the history of NCA. Encouraged members to attend the spring NCA conference in Chicago.

H. Ross outlined the Commission's Program to Evaluate and Advance Quality (PEAQ) procedures with a focus on the institutional self-study process. Presented the criteria for Accreditation and the criterion's three elements: criterion statement, core components, and examples of evidence.

Criterion 1: Mission and Integrity. NCA process is mission-driven. H. Ross discussed process in context of Whitewater's core values, select mission, and objectives (handout).

Criterion 2: Preparing for the Future.

Criterion 3: Student Learning and Effective Teaching.

Criterion 4: Acquisition, Discovery, and Application of Knowledge.

Criterion 5: Engagement and Service.

Discussion of core task of the Committee, development of summary addressing the core components of Criterion four and examples of evidence (collected by the Committee). The

Committee will begin work on this task once thematic unity for the self-study has been established.

*c. The New Criteria for Accreditation: Making a Difference in Higher Learning*

H. Ross reviewed consultant-evaluator (CE) team composition, roles, and responsibilities as they relate to Whitewater's self-study. Committee members charged with reviewing a sample CE Team Report available online at <http://www.ncahigherlearningcommission.org/resources/>.

**4. Criterion Four Committee Schedule for Fall 2004.**

H. Ross proposed biweekly Friday meetings at 10:00 am to accommodate the majority of members. Sally Lange of the School of Graduate Studies and Continuing Education will coordinate scheduling of the team's meetings.

**5. Other Business.**

Members given an opportunity to ask questions regarding topics discussed.

**6. Proposed Agenda Items for the Next Committee Meeting.**

*a. Institutional Self-Study Theme.*

*b. Document/Data Collection Plan.*

*c. Members' Responsibilities and Tasks.*

Respectfully submitted,

Denise Ehlen