

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

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

Absent: Sandra Scott Duex and Elizabeth Hachten.

### **1. Review Criterion Four**

H. Ross provided a brief overview of the criterion and September discussion items. H. Ross encouraged members to review the 1996 Self Study available online at <http://www.uww.edu/hlcselfstudy/1996selfstudy.htm>. Committee members also directed to review the NCA Report of Visit (also available from this Web site).

H. Ross notified the Committee that Higher Learning Commission materials will be available to all Committee members on Desire2Learn (D2L) <http://www.uww.edu/desire2learn/>. Instructions for accessing the electronic information can be obtained from this site. Committee members may also contact the Computing Helpdesk (472-4357) for additional assistance in accessing D2L.

### **2. Review Core Components**

H. Ross provided overview of the Criterion Four Core Components:

Core Component 4a: *The organization demonstrates, through the actions of its board, administrators, students, faculty, and staff, that it values a life of learning.*

Core Component 4b: *The organization demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry are integral to its educational programs.*

Core Component 4c: *The organization assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.*

Core Component 4d: *The organization provides support to ensure that faculty, students, and staff acquire, discover, and apply knowledge responsibly.*

### **3. Suggested Evidence and 4. Additional Evidence**

H. Ross distributed a handout listing the four core components and examples of evidence excerpted from The Higher Learning Commission's [Handbook of Accreditation](#), Version 1:10/03. Committee discussion of specific potential evidence that could address each of the Criterion Four core components.

Core Component 4a: *The organization demonstrates, through the actions of its board, administrators, students, faculty, and staff, that it values a life of learning.*

#### Suggested Resources

1. Student Organizations
2. Leadership Development Center
3. University Honors Program
4. Adult Resource Center
5. LEARN Center
6. College Master Advisors
7. Faculty Senate
8. Academic Staff Assembly
9. Student Affairs

#### Suggested Evidence

1. Departmental promotion and tenure guidelines
2. University of Wisconsin-Whitewater Teaching Scholars Program
3. University of Wisconsin System Office of Professional and Instructional Development (OPID) initiatives
4. University of Wisconsin-Whitewater Annual Reports
5. Learning communities
6. Faculty/staff Professional Development Plan(s)
7. Student and faculty engagement surveys/reports
8. University award structure
9. Board of Regents policies
10. Chancellor's State of the University Address
11. University of Wisconsin-Whitewater Goals
12. University of Wisconsin-Whitewater Core Values

Core Component 4a HLC Example of Evidence #1: The organization's planning and pattern of financial allocation demonstrate that it values and promotes a life of learning for its students, faculty, and staff.

#### Suggested Resources

1. Strategic Planning and Budget Committee
2. Faculty Senate and Academic Staff Assembly
3. University and college curriculum committees

#### Suggested Evidence

1. University of Wisconsin-Whitewater Annual Reports
2. Departmental and college staffing plans and reallocation patterns
3. Board of Regents documents
4. University Audit Reports
5. Chancellor's State of the University Address
6. Professional Development Plans
7. IT, lab, and/or classroom modernization plans

Core Component 4a HLC Example of Evidence #2: The board has approved and disseminated statements supporting freedom of inquiry for the organization's students, faculty, and staff, and honors those statements in its practices.

#### Suggested Resources

1. University of Wisconsin System

#### Suggested Evidence

1. Board of Regent's documents related to freedom of inquiry
2. University faculty, staff, and student handbooks
3. University of Wisconsin-Whitewater and/or System misconduct policies

Core Component 4a HLC Example of Evidence #3: The organization supports professional development opportunities and makes them available to all of its administrators, faculty, and staff.

#### Suggested Resources

1. LEARN Center
2. Distance Education and Travel Study Office
3. Research and Sponsored Programs
4. Administrative offices (college, department, division, and/or unit)

#### Suggested Evidence

1. First Year Program
2. Professional Development Plans (amount of expenditure during the past five years)
3. Faculty Sabbatical Program
4. Chancellor's diversity awards
5. Title III grant activities
6. Faculty Development Grant
7. Academic Staff Professional Development Grant
8. Reports of extramural and intramural grant activity
9. Scholarship of teaching and learning initiatives
10. Chancellor's Excellence Fund

Core Component 4a HLC Example of Evidence #4: The organization publicly acknowledges the achievements of students and faculty in acquiring, discovering, and applying knowledge.

#### Suggested Resources

1. News and Public Affairs
2. LEARN Center
3. Student Affairs (Leadership Development Center, etc.)
4. Research and Sponsored Programs
5. Academic Support Services
6. University Honors Program
7. Financial Services (scholarship information)
8. Administrative offices (college, department, division, and/or unit)

## Suggested Evidence

1. University and college academic and student award/recognition programs
2. Undergraduate Research Program
3. Student Support Programs (McNair, etc.)
4. Undergraduate Research Day
5. Years of service events
6. Leadership Development Center recognition events
7. TRIO events
8. Graduate thesis award
9. Student scholarships
10. Emeritus designation/reception
11. Residence Life achievement awards
12. e-Journal

Core Component 4a HLC Example of Evidence #5: The faculty and students, in keeping with the organization's mission, produce scholarship and create knowledge through basic and applied research.

## Suggested Resources

1. News and Public Affairs
2. Research and Sponsored Programs
3. LEARN Center
4. OPID
5. McNair
6. International Education and Student Programs Office

## Suggested Evidence

1. Undergraduate research awards
2. Graduate research awards
3. NCUR
4. The Milwaukee Experience
5. Fulbright awards
6. Faculty, staff, and/or student publications
7. Grant activity (past five years)
8. Field experiences
9. M. Woller's NSF-funded Research Experiences for Undergraduates grant

Core Component 4a HLC Example of Evidence #6: The organization and its units use scholarship and research to stimulate organizational and educational improvements.

## Suggested Resources

1. LEARN Center
2. OPID
3. Research and Sponsored Programs
4. Administrative offices (Provost, Associate Vice Chancellor)
5. Anderson Library
6. Business Outreach Services

7. Global Business Resource Center
8. Academic Advising and Exploration Center
9. Academic Support Services
10. Project ASSIST
11. Communication Department
12. Student Affairs

#### Suggested Evidence

1. S. Huss-Lederman and W. Sherlock's U.S. Department of Education-funded Project SWEETT
2. A. Hamilton's U.S. Department of Education-funded Eurasia project
3. Engagement, CIRP, and CORE surveys
4. General Education review
5. Audit and review process
6. Scholarship of teaching and learning activity
7. Learning communities
8. University-wide writing assessment (writing across the curriculum)
9. Speech 110 oral skills assessment

Core Component 4b: *The organization demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry are integral to its educational programs.*

#### Suggested Resources

1. Administrative offices (college, department, division, and unit)
2. Student Affairs

#### Suggested Evidence

1. NCATE process
2. Engagement surveys

Core Component 4b HLC Example of Evidence #1: The organization integrates general education into all of its undergraduate degree programs through curricular and experiential offerings intentionally created to develop the attitudes and skills requisite for a life of learning in a diverse society.

#### Suggested Evidence

1. University of Wisconsin-Whitewater General Education Program (core courses)

Core Component 4b HLC Example of Evidence #2: The organization regularly reviews the relationship between its mission and values and the effectiveness of its general education

#### Suggested Evidence

1. General Education Review Committee
2. University of Wisconsin-Whitewater (newly revised) mission statement

Core Component 4b HLC Example of Evidence #3: The organization assesses how effectively its graduate programs establish a knowledge base on which students develop depth of expertise.

#### Suggested Evidence

1. Audit and review process
2. J. Stone, School of Graduate Studies assessment project (exit survey, etc.)

Core Component 4b HLC Example of Evidence #4: The organization demonstrates the linkages between curricular and co-curricular activities that support inquiry, practice, creativity, and social responsibility.

#### Suggested Resources

1. International Education and Student Programs
2. Distance Education and Travel Study
3. Student Affairs
4. Whitewater Student Government
5. Academic Support Services
6. Leadership Development Center

#### Suggested Evidence

1. Undergraduate Research Program
2. Internships
3. Field experiences
4. Student organizations
5. Service learning and volunteer opportunities

Core Component 4b HLC Example of Evidence #5: Learning outcomes demonstrate that graduates have achieved breadth of knowledge and skills and the capacity to exercise intellectual inquiry.

#### Suggested Resources

1. Alumni Center
2. Career Services
3. School of Graduate Studies

#### Suggested Evidence

1. Department and/or college assessment initiatives
2. Graduation and exit surveys/interviews
3. Advisory boards
4. Employer surveys
5. Theses, integrated projects, and capstone experiences

Core Component 4b HLC Example of Evidence #6: Learning outcomes demonstrate effective preparation for continued learning.

#### Suggested Evidence

1. General Education program
2. Department assessments (surveys, exit interviews)
3. Certification exam scores (CPA, HR, etc.)

Core Component 4c: *The organization assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.*

#### Suggested Resources

1. Student Affairs

#### Suggested Evidence

1. Engagement surveys
2. Audit and review reports

Core Component 4c HLC Example of Evidence #1: Regular academic program reviews include attention to currency and relevance of courses and programs.

#### Suggested Resources

1. University of Wisconsin System Institutes (race and ethnicity, global studies, etc.)

#### Suggested Evidence

1. University Goals
2. Chancellor's committees (diversity, disability, etc.)
3. Plans 2008 and 2010
4. University of Wisconsin-Whitewater Annual Reports
5. Staffing plans
6. Assessment Plans
7. OPRs
8. Undergraduate and Graduate Catalogs

Core Component 4c HLC Example of Evidence #2: In keeping with its mission, learning goals and outcomes include skills and professional competence essential to a diverse workforce.

#### Suggested Resources

1. International Education and Student Programs
2. Distance Education and Travel Study

#### Suggested Evidence

1. Learning goals of departments

2. Diversity courses
3. Chancellor's committees
4. Curriculum review process
5. Preprofessional block in the College of Education
6. Internship assessments and employer surveys

Core Component 4c HLC Example of Evidence #3: Learning outcomes document that graduates have gained the skills and knowledge they need to function in diverse local, national, and global societies.

#### Suggested Resources

1. Alumni Center

#### Suggested Evidence

1. Curricular evaluation processes
2. College and program advisory boards
3. College of Education portfolio mechanism
4. Internship assessments

Core Component 4c HLC Example of Evidence #4: The organization supports creation and use of scholarship by students in keeping with its mission.

#### Suggested Evidence

1. Undergraduate Research Program
2. College of Letters and Sciences Mentor Program

Core Component 4c HLC Example of Evidence #5: Faculty expects students to master knowledge and skills necessary for independent learning in programs of applied practice.

#### Suggested Evidence

1. Departmental assessment processes
2. Audit and Review
3. Internship, field experiences, and practica

Core Component 4c HLC Example of Evidence #6: The organization provides curricular and co-curricular opportunities that promote social responsibility.

#### Suggested Resources

1. Student Affairs (Residence Life, Leadership Development Center)

#### Suggested Evidence

1. Sororities and fraternities
2. Whitewater Student Government
2. Student chapters of professional organizations

Core Component 4d: *The organization provides support to ensure that faculty, students, and staff acquire, discover, and apply knowledge responsibly.*

Core Component 4c HLC Example of Evidence #1: The organization's academic and student support programs contribute to the development of student skills and attitudes fundamental to responsible use of knowledge.

#### Suggested Resources

1. Student Support Services
2. Tutorial Center

#### Suggested Evidence

1. Student Handbook

Core Component 4d HLC Example of Evidence #2: The organization follows explicit policies and procedures to ensure ethical conduct in its research and instructional activities.

#### Suggested Resources

1. Research and Sponsored Programs

#### Suggested Evidence

1. Institutional Review Board for the Protection of Human Subjects
2. Institutional Animal Care and Use Committee
3. Institutional Ethics Committee
4. University (faculty, staff, and student) handbooks
5. Scientific misconduct policies and procedures

Core Component 4d HLC Example of Evidence #3: The organization encourages curricular and co-curricular activities that relate responsible use of knowledge to practicing social responsibilities.

#### Suggested Resources

1. Whitewater Student Government
2. DAC
3. Student Affairs (Residence Life, Leadership Development Center, etc.)
4. Distance Education and Travel Study
5. International Education and Student Programs

#### Suggested Evidence

1. Internships and field experiences
2. Volunteer programs
3. Habitat for Humanity

Core Component 4d HLC Example of Evidence #4: The organization provides effective oversight and support services to ensure the integrity of research and practice conducted by its faculty and students.

#### Suggested Resources

1. Research and Sponsored Programs
2. LEARN Center

#### Suggested Evidence

1. Institutional Review Board for the Protection of Human Subjects
2. Institutional Animal Care and Use Committee

Core Component 4d HLC Example of Evidence #5: The organization creates, disseminates, and enforces clear policies on practices involving intellectual property rights.

#### Suggested Resources

1. Research and Sponsored Programs
2. Business Outreach Services

#### Suggested Evidence

1. Board of Regents/University of Wisconsin System documents and policies
2. WiSys

### **5. Proposed Agenda Items for the Next Committee Meeting.**

- a. Review minutes and develop evidence collection strategies.*
- b. Formulate document/data collection plan and assign responsibilities.*

Respectfully submitted,

Denise Ehlen