

**UW-Whitewater Self-Study for Higher Learning Commission
Criterion 5 Engagement & Service Sub-Committee
Meeting Notes
December 7, 2004**

Present: Lou Zahn, Jimmy Peltier, Melissa Grosso, Ron Buchholz, Sandy Hall, Leslie LaMuro

The meeting began at 12:00 p.m.

1. We reviewed the draft of the “Community Engagement Categories” prepared by Ron. We made extensive changes to the draft. Ron will revise and send to you in about a week. Please review the draft and get comments back to Ron. These categories will be used to craft a data gathering instrument from department heads in January.
2. Ron reviewed our functions. They are:
 - a. Committee members are to identify programs/projects/initiatives that provide us with evidence of engagement occurring in the area of the University to which we’ve been assigned. Ron will update the Committee Roles document and distribute to the committee in about a week.
 - b. Ron, in consultation with Jimmy, will develop a “survey” to gather head count, quantifiable data of engagement and service. The survey will be developed using the Community Engagement Categories document we are drafting. The survey will be sent to all department heads, with a return date of February 28th.
 - c. The committee will meet in March and early April to review the data collected, and to slot into the Core Components. Our role is to provide evidence that the University is meeting the Criterion and Core Components. We had some discussion about whether or not our role is to identify strengths and weaknesses, or to only provide evidence of how we meet the criterion. Ron will seek clarification from John.

The meeting was adjourned at about 1:30 p.m.

Respectfully,
Ron Buchholz