

UW-Whitewater Self-Study for Higher Learning Commission
Criterion 5 Engagement & Service Sub-Committee
Meeting Notes
March 29, 2005

Present: Lou Zahn, Leda Nath, Deb Malewicki, Jimmy Peltier, Ron Buchholz, Sandy Hall, Sue Wildermuth, Tom Ganser

The meeting began at 12:00 p.m.

1. Ron distributed the first draft of the “inventory” of Engagement & Service. We discussed the Core Components in relation to assigning specific Criterion 5 Core Components to UWW activities.
2. By May 1st, the following committee members will 1) assign a Core Component to each activity in the area, 2) select and gather information on one example for each of the Core Components, and 3) write a draft of the information gathered and send to the identified author of each of the Core Components (listed below).
 - a. Tom College of Education
 - b. Leda College of Letters & Sciences
 - c. Sue College of Arts & Communication
 - d. Deb College of Business & Economics – Business Outreach
 - e. Jimmy College of Business & Economics – Depts & Student Orgs
 - f. John Administrative Affairs
 - g. Leslie Irvin L. Young Auditorium
 - h. Lou Continuing Education, Research & Sponsored Programs, Graduate School, Outreach, UW Extension, Distance Education, & T&IR
 - i. Sandy Student Affairs
 - j. Ron Academic Support Services, Intercollegiate Athletics, and University Relations

Once you’ve assigned your Core Components please forward a copy to Ron, who will update the inventory. Assign multiple Core Components to activities if you believe appropriate. Please forward to Ron by April 15th if you are able, so we have a fairly complete inventory for our April 19th LEARN Center event.

3. The following individuals have agreed, or were assigned, to serve as authors for each of the Core Components:
 - a. Lou 5A
 - b. Leslie 5B
 - c. John 5C
 - d. Sandy 5D

June 1st is our target date for each of the authors to complete a 5-6 page draft on their specific Core Component. The draft should include evidence forwarded to the authors from each of the individuals/areas identified in #2 above, as well as author thoughts/comments assessing UWW strengths and areas for improvement. Ron will gather the authors in early May to talk about the process.

4. Ron distributed the following information from John Stone:
 - a. List of web addresses of other universities presently conducting a self-study.
 - b. Some Thoughts on the Quality of Evidence handout
 - c. Guidelines for Drafting Self-Study Chapters
 - d. A Brief Summary of Fixed-Response Data from the Self-Study Questionnaire/Report
5. The Criterion 5 LEARN Center presentation is scheduled for Tuesday, April 19th from 12:30-1:30 p.m. in the South Commons. Each committee member is asked to attend if you are able, and each committee member is asked to invite others (1-3), in order to ensure that we receive adequate input from the campus community. It is a lunch program, so please RSVP with Sally Lange (472-5242). Leda and John have agreed to help Ron develop the presentation.

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

Respectfully,
Ron Buchholz