

**UW-Whitewater Self-Study for Higher Learning Commission
Criterion 5 Engagement & Service Sub-Committee
Meeting Notes
November 23, 2004**

Present: Lou Zahn, Jimmy Peltier, Leda Nath, Melissa Grosso, Debra Malewicki, Ron Buchholz, Sandy Hall

The meeting began at 12:00 p.m.

1. We reviewed and made the final edits to the draft definition of Engagement & Service. Ron will put our final definition on D2L, and distribute at our next meeting.
2. Jimmy had collected information about faculty service categories from Digital Measures – the program faculty in the College of Business & Economics uses to itemize faculty service. Our primary objective at today’s meeting was to discuss and develop “categories” of engagement and service that would be understood campus-wide. Ron will develop a draft of these categories using the information Jimmy provided, along with Ed Zlotkowski’s Components of Engagement. Ron will distribute a draft of these categories to the committee prior to the December 7th meeting, at which time we will finalize the categories that we’ll use to collect information from our campus that can be used in our final report.
3. Our data collection plan will be twofold. First, based upon the categories we develop, Ron will develop a data collection tool that will be disseminated to instructional and non-instructional department chairs to collect raw numbers of faculty, staff and student engagement and service. This will provide us with quantifiable data to demonstrate evidence of engagement and service. Second, all committee members will identify examples of programs and initiatives within their colleges/divisions that will provide us with qualitative evidence of engagement and service. We’ll finalize our plan at our December 7th meeting.
4. Our next meeting will be held on December 7th at 12:00 p.m. in UC213.

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

Respectfully,
Ron Buchholz