

**UW-Whitewater Self-Study for Higher Learning Commission**  
**Criterion 5 Engagement & Service Sub-Committee**  
**Meeting Notes**  
**November 8, 2004**

Present: Tom Ganser, Sandy Hall, Leslie LaMuro, Debra Malewicki, Leda Nath, Jimmy Peltier, John Reid, Lou Zahn, Melissa Grosso, Ron Buchholz

The meeting began at 9:00 a.m.

1. We discussed how we will define “engagement & service”. We’ve develop a second draft of the definition, which is

*Engagement and Service are means by which the University interacts with external constituents and serves them in ways both value.*

We will write additional definitions to further define “University”, “interacts with”, “external constituents” and “value”. Ron will come up with a definition for each of the first three terms, Jimmy will develop a definition for “value”. We will finalize our definition at our next meeting.

2. We reviewed a timeline for our work that was developed by Ron. This timeline has us completing our Planning Phase by the end of November, 2004; completing our Data Collection Phase by February 28, 2005; completing our Data Analysis and Development of Recommendations Phase by May 31, 2005; and completing the writing of our Report by July 30, 2005.
3. We reviewed a draft of the Committee Role that was developed by Ron. We talked about the need to identify our internal constituencies, how we will collect data from our internal constituencies, and which committee members would collect information from which units of the University. In the plan we had not identified Intercollegiate Athletics or University Relations. Ron will develop a listing of our internal publics for our next meeting so we can verify that all areas of the University will be addressed.
4. We talked about developing a template of the “categories” of faculty engagement that exist. Jimmy and Deb will print out a listing of the College of Business faculty external engagements prior to our next meeting, so we can review and determine the categories of engagement at our next meeting. Ron will develop a listing of the categories of the type of external engagement for non-instructional staff. Our next meeting will be primarily dedicated to discussing what it is we’ll be asking faculty and staff to report on.
5. Ron will forward a list of Ed Zlotkowski’s Components of Engagement for the committee.

6. We established our next two meeting dates and times. They are Tuesday, November 23<sup>rd</sup> from noon until 2:00 p.m., and Tuesday, December 7<sup>th</sup> from noon until 2:00 p.m. Ron will ask Reservations for a computer and large screen projector for the meeting.

The meeting was adjourned at 10:00 a.m.

Respectfully,  
Ron Buchholz