

UW-Whitewater Self-Study for Higher Learning Commission
Criterion 5 Engagement & Service Sub-Committee
Meeting Notes
October 21, 2004

Present: Tom Ganser, Sandy Hall, Leslie LaMuro, Debra Malewicki, Leda Nath, John Reid, Sue Wildermuth, Lou Zahn, Ron Buchholz

The meeting began at 4:00 p.m.

1. The student on this sub-committee, Melissa Grosso, cannot make the meeting times that have been established. Ron will ask Sally to re-schedule our next meetings to incorporate Melissa's schedule. Also, Ron has asked Jill Ottow, Executive Director of Jefferson County Literacy Council, to serve as a community representative on the Criterion 5 sub-committee. Jill will join us in our data review and interpretation phase.
2. We will be using D2L for the Higher Learning Commission Self-Study Report. All agendas and meeting notes are posted for the steering committee and all sub-committees. Other documents as deemed appropriate by each sub-committee will be posted. We agreed that this will be good way for our sub-committee to review the work of other sub-committees, but we are not entirely convinced of how effective a tool it will be to discuss issues among our sub-committee.
3. Ron will update you in the near future about the Self-Study Questionnaire. John Stone is meeting with the committee chairs tomorrow. Ron will email you with updated information.
4. Ron distributed information regarding Indiana University-Purdue University Indianapolis to the committee. The information was from the IUPUI website, which included their completed review of Criterion 5, including how they defined "Engagement". We spent some time reviewing and discussing the type of information we need to collect from the campus, our definition of Engagement and Service, and how we may choose to categorize the information we collect. We did not, at this meeting, come up with a definition of "engagement", although Leda drafted a definition that Ron will distribute to the committee via email. We decided that we will develop our definition via this email and your responses to Ron. It is our plan to define engagement and service fairly efficiently, so we can spend more time discussing from where we will collect our data.
5. We talked about the type of information that we may need to collect, including what we believe may already exist and what may need to be collected for the first time. We began talking about "categories" of information (i.e. service-learning courses, faculty serving on various community boards, community partnerships maintained by various offices, etc.). We believe that by identifying these "categories" we may better be able to identify sources of information that we will need to utilize in order to collect the data we need. Our next meeting will be a two-hour discussion about what we believe should be the categories.
6. Ron will talk to a representative of UW-Oshkosh. UW-O has recently conducted an audit of civic engagement activities on their campus. Ron will talk to them

regarding their definition of civic engagement, as well as the method they used to collect the data.

7. Ron will ask Sally to schedule a two-hour meeting for this committee sometime during the week of November 8th.
8. The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Ron Buchholz