

**UW-Whitewater Self-Study for Higher Learning Commission**  
**Criterion 5 Engagement & Service Sub-Committee**  
**Meeting Notes**  
**September 13, 2004**

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

The meeting began at 1:00 p.m.

1. This is the first meeting of the Sub-Committee for Criterion 5 (Engagement & Service). We began with introductions. A student, Melissa Grosso, has been appointed to the committee, but was unable to attend this meeting due to a class conflict.
2. We reviewed the overview of the accreditation process, which was developed by Dr. John Stone, chairperson of the UWW Self-Study for the Higher Learning Commission Steering Committee. This included a timeline for the work of each of the five sub-committees. Representatives of the Higher Learning Commission will visit our campus the 13-16 of March, 2006.
3. We reviewed the goals of the 2004-06 UWW Self-Study Process. They are:
  - a. Evaluate the extent to which the University's recently identified "Core Values" permeate its policies, procedures, decision-making and operational activities.
  - b. Develop a detailed profile of the evolution and growth of the institution since its 1996 self-study completed for the North Central Association.
  - c. Identify current and pending challenges that face the University, and initiate organizational mechanisms to address these challenges.
  - d. Affirm the presence of, and further identify, "Areas of excellence" within the University.
  - e. Gather information and evidence necessary to evaluate the institution's ability to meet the Higher Learning Commission's five (5) Criteria of Accreditation.
4. The following information was distributed to Sub-Committee members:
  - a. Committee assignments for the Campus-Wide Self-Study
  - b. Tasks and responsibilities for Self-Study Sub-Committees
  - c. A draft of the Table of Contents for the Self-Study report
  - d. Narrative of all five criteria and core components
5. Related articles were distributed to Sub-Committee members pertaining to Criteria Five, engagement, and service-learning.
6. Ron talked about Chancellor Miller's charge to the self-study process. In summary, his charge is to...

- a. Make this self-study a valuable process beyond just getting it done for the accreditation process
  - b. Understand that there isn't anyone on campus who sees this as the primary thing that they do. Engaging people meaningfully will be difficult.
  - c. It will be difficult to take the quantity of the information collected and somehow organize it in a way that is meaningful, and be able to communicate it to all constituencies.
  - d. There is a logical linkage that starts with our Mission, goes to our Core Values, which is embedded in our Goals and Outcomes. This forms an Evaluation and Program Revision cycle.
  - e. Each sub-committee should compare all of the Core Components with the University's Core Values
7. Information about the upcoming Civic Engagement Institute for Academic Leaders, which is scheduled for October 28-29, 2004 at Augsburg College in Minneapolis. Anyone interested in attending this institute should contact Ron.
8. Each Sub-Committee member is asked to review the information distributed and think about how we will define "Engagement" & "Service" to the campus community. At our next meeting we will discuss and develop a definition of each.
9. Jimmy Peltier suggested that each of the Colleges may have a good deal of information already collected relative to faculty work in the service area. If we could determine what information may already exist in each of the Colleges we could create a template of variables that may help us in our work. The following sub-committee members have been asked to check with their respective Deans to determine the type of information that has previously been collected:
  - a. Tom Ganser – College of Education
  - b. Leda Nath – College of Letters & Sciences
  - c. Jimmy Peltier – College of Business & Economics
  - d. Sue Wildermuth – College of Arts & Communications
10. Our next meeting will be scheduled by Sally Lange. It will be sometime in mid-October.
11. The meeting concluded at 2:00 p.m.