

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

August 29, 2005

The August 29, 2005, meeting of the Higher Learning Commission Steering Committee began at 3:00 p.m. Howard Ross, Richard Telfer, David Wilder, and A.J. Paul were not present for the meeting.

The group introduced themselves to Chancellor Saunders, who joined the meeting to get an idea of where the group is in terms of preparation for the site visit in March of 2006.

Sub-Committee Updates

Criterion #1 (James Bronson) committee: The draft chapter is finished and posted to the D2L website. There are a few numbers that need to be filled in yet and it also needs to be edited down a bit. Dr. Bronson sees two problems: 1) he'd like to see, featured prominently, progress toward all goals we've set – a progress report – and have it by fall, if possible; and 2) a mission statement from the College of Arts and Communication. (They are working on it.)

Criterion #2 (Randy Marnocha) committee: The draft chapter is eighty percent finished, with a good start on the last sub-criterion. The hardest part is editing down the information. Overall, the campus has responded well to requests for information. The complete draft will be completed by Friday.

Criterion #3 (Barb Monfils) committee: Has submitted the draft already. The four subcommittees worked well together, spending most of the summer putting together four reports and editing the draft from sixty down to thirty-one pages with twenty-seven appendices.

Criterion #4 (Howard Ross) committee: Ed Erdmann, speaking for Howard, indicated that during the months of June and July, this committee reworked subsections to conform to the style sheet. The whole draft has already been submitted.

Criterion #5 (Ron Buchholz) committee: The committee is still waiting on Foundation data about gifts, but the draft will be completed by Friday.

Preparation for the Visit

The Steering Committee then discussed the actual site visit. The team, which includes eight members, will arrive on Sunday evening and will conclude with an exit presentation on March 15th in the a.m. The team will not take questions at this time. John is working on a promotional campaign, including book marks to be distributed with all textbooks for the spring term so that students are aware of the site visit.

There may also be an additional chapter discussing UW-Whitewater's granting bachelor degrees through on-line programming. Barb Monfils is in charge of this request of UW System. The request must go through an Entitlement to Plan exercise describing the need for the program, the marketing plan, the relationship to the mission of the university, the relationship to other System programs, and, finally, the source of revenue. This is all due by mid-October if it is to be considered by System. Others on the planning committee include Susan Johnson, Richard Brooks, Bob Schramm, and a representative from the UW Colleges.

Discussion

John distributed an organizational chart of the university and asked that the group review this and forward to him any changes or revisions.

The timeline handout was reviewed and it seems that the exercise is right on schedule. John commended the members of the criterion subcommittees on having done a fine job.

The Steering Committee will be reviewing the draft chapters in the next few weeks. The drafts should be edited for content (what should be in it and what should not), facts (what is not accurate), as well as general editing.

The HLC writing team, consisting of John Stone, Barb Monfils, Larry Schuetz, George Ferencz, and David Travis, will then do the final editing, voice conformity, and overall formatting.

By Friday, September 2nd, the five criterion draft chapters will be delivered to the Steering Committee members' offices. All revisions should be forwarded to John Stone, who will make all the changes. By early November, all the chapters will be completed.

By Monday, November 14th, a final copy will be sent to the Steering Committee for a final review, and by December 8th, the final copy will go to printing. The final report will be sent to the HLC visiting team in mid-January.

The winners of the *Know Your Campus* competition were Sally Vogl-Bauer and Ron Buchholz.