

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

August 18, 2004

Introduction

The first meeting of the UW-Whitewater's Higher Learning Commission Steering Committee was held on Wednesday, August 18, 2004, in Hyer 142. The committee members introduced themselves and offered the reason(s) for their involvement on the Steering Committee. Chancellor Miller was also present at the meeting to address some observations and challenges that face the group as the **March 13-16, 2006**, deadline approaches.

Chancellor's Observations

The Chancellor urged the group to make this endeavor worth something beyond just getting it done. The task must both be completed *and* a learning experience. The hardest part of this initiative will be that nobody sees this as the mainstream of what they do. It is very hard to get people engaged. He has observed that engaging people meaningfully is difficult and that communicating the work of the group is very important. It is difficult to take this myriad of information and communicate it to others to get them involved.

The group must start with a map that others can follow:

1. Start with a mission
2. Work from the core values (just recently adopted by Faculty Senate, Academic Staff Assembly and Student Government)
3. Work from the goals. (Do we have core values that don't have goals?)
 - a. Embedded within the goals are the outcomes
 - b. After the evaluation comes the program revision.

Questions that will arise are 'what have we accomplished?' and 'where do we need to improve?' And, then, 'this is what we need to do.'

Self-Study Process

John Stone had distributed with the agenda for this meeting, several attachments, one of which was an overview of the Higher Learning Commission Evaluation Process. This process can be broken down into a series of steps. The group reviewed the document.

Other documents distributed with the agenda included a draft of *Institutional Goals for the Self-Study Process*, the *Committee Structure, Membership and Purpose*, a *Timetable and Calendar*, and a *Working Outline of the Table of Contents of Self-Study Report*. As the *Committee Assignment* attachment was being reviewed, each sub-committee chair articulated the purpose and mission of their respective committees. It was noted that there are representatives on these committees that are from diffuse areas and that are interested in the outcomes of the committee.

A draft of the subcommittee reports is due September 1, 2005, and will serve as a template of what the university does and where it needs to improve.

Steering Committee

The role of the Steering Committee was discussed and includes:

- 1) Promoting interest and awareness
- 2) Providing leadership and direction for subcommittees
- 3) Act as a monitor of progress
- 4) Review work of the subcommittees
- 5) Final approval of the report
- 6) Assist with preparation for the campus visit
- 7) Follow up tasks

John thanked everyone on the committee for their willingness to serve and noted that the Steering Committee will meet approximately every four – six weeks.

Respectfully submitted,

Sally Lange