

**Accreditation Steering Committee
Meeting #5
November 13, 2008
3:00 pm
Room 265A CODEC SH205**

Attendees:

Kristi Mindrup
Chris Brown
Joe Rives
Roger Rundquist

Lori Baker Sperry
Bill Brewer
Phyllis Self

Rhonda Kline
Beth Seaton
Kristina Daytner

Absent:

Judi Dallinger
Chris Merrett
Marcia Carter
Phyllis Self
Chris Sutton
Amy Shouse
Jessica Butcher
Lori Baker Sperry

Meeting Outcomes:

Discussion Items and outcomes:

NCA Visit to Western Illinois University:

Committee members asked for exact dates of the site visit. Dr. Rives indicated that exact dates for the visit have not yet been decided. At this time, he is only aware of the months that the visits could take place. When we are notified of the dates, the information will be made available to the steering team.

Dr. Rives review of the university's responsibilities based on lessons learned from a past accreditation visit:

- The University needs to be aware of the NCA team's travel arrangements, so that they are more centralized. Travel for the team needs to be very organized. For example, using the same airport and hotel.
- Western Illinois University Self Study teams need to be analytic in reporting and show consistency throughout the process.

Dr. Rives will be going to another university next February for another NCA visit. After that visit he will review lessons learned.

Update on accreditation website:

- TaskStream. Paul Sweet is working on directions for committee members on how to use TaskStream. That should be completed soon. When the directions are ready to be distributed, log in information will be sent at that time.
- Chris Brown informed co-chairs that team lists and meeting dates are posted on the accreditation website.
 - o *For the steering team only* the meeting outcomes are posted on the website in pdf format.
 - o If there are changes to any of the meeting times, dates or places, please let Chris know so that she can get the information updated on the website.
 - o If there are any changes to the teams, please let Chris know so that she can get the website updated.
 - o Chris will email the link to steering team members following the meeting today.

Benchmark Institutions:

Committee members received a copy of the benchmark institutions, but some had trouble printing. The list is on the website as a pdf, but Chris Brown will re-send the list to steering team members in an earlier word format.

Criterion 2 – Bullet point and core components

Bill Brewer and Kristi Mindrup continued review of bullet points and core components of 2b, 2c, and 2d. The review will continue at the next meeting, Thursday, November 20 at 10:00 am.

Meeting adjourned 4:45 pm.