

**Accreditation Steering Committee  
Meeting #20  
September 17, 2009  
10:00 am  
Room 265A CODEC SH205**

**Attendees:**

|                 |                   |
|-----------------|-------------------|
| Judi Dallinger  | Lorette Oden      |
| Beth Seaton     | Lori Baker-Sperry |
| Chris Sutton    | Aimee Shouse      |
| Roger Runquist  | Rhonda Kline      |
| Joe Rives       | Chris Brown       |
| Phyllis Self    | Bill Brewer       |
| Jessica Butcher |                   |

**Absent:**

|                |                 |
|----------------|-----------------|
| Kristi Mindrup | Chris Merrett   |
| Steve Nelson   | Katrina Daytner |
| Marcia Carter  |                 |

**Outcomes and Discussion items:**

Joe Rives discussed the “lessons learned” from his recent NCA team visit for the self study in Eau Claire. Following are items that he highlighted for the Steering Team’s use for their reporting:

- Faculty Vita – Commission Criterion 3. C3B. Joe has copy of what they need to do.
- Commission statement on gen education. Criterion 4.
- Fed Compliance guidelines for 2010. Going to change again in 2010-11 stated on website.
- Commission statement on diversity – criterion 1 & some of 2.
- Issues are incorporated in drafts from statements that Joe has.
- Institutional snapshot – fact book data. Andy Borst to come talk with Rhonda Kline.
- How do faculty know what students must learn?
  - Our curricula are defined by faculty
  - Here’s how we map it out. WIU can point to departmental assessment plans in the major.

Joe Rives handed out the WIU NCA Accreditation calendar. The following items were discussed:

- How are we interacting with campus to get feedback.

- Date of action – faculty senate and QC faculty council reviewing Intro & Criterion 1  
(Come back at next meeting for feedback)
- Sept 2 BOT and Macomb and QC listserv
- Joe talked with the CSEC and their response was that they wanted to know what is happening and what the report contains and to come back to them with the report for final endorsement
- 9/22 – Criterion 2 & 3 – draft to Joe. Pres, Provost & VPs for review & comment then to the groups in October.

The team discussed using Focus Groups – random samples 40 people each. Monday before it goes to faculty senate to have a focus group review Intro and Criterion 1 in Macomb. Focus group in QC. Invite to QC campus on Tuesday. Co-chairs can attend to hear what people say...28<sup>th</sup> & 29<sup>th</sup>. Joe Rives asked the Team if they thought that process would work and everyone agreed that it would, so Joe Rives and Chris Brown will get time for the meeting. We will try to work toward having the focus groups meet on Mondays near the end of the day (3:00 pm) because most faculty teach early in the day at Macomb. Codec for QC for Tuesday – yes. Tuesday is the day the faculty senate meets, so we can arrange for CODEC connection to the QC group. Joe Rives will update calendar with dates, time and places and redistribute.

***HLC visit:***

Joe Rives explained to facilitate the HLC visit and to ensure that the process moves along with ease it would be a good idea to do the following:

- Make a grid on legal paper with each team member and where each team member is to be assigned. There should be an individual schedule and a group schedule.
- Resource room – have to have paper and electronic copy. Whatever is in Macomb needs to be in the QC too. Resource room should be a place for confidential conversation for the team members.
- Put out 3<sup>rd</sup> party comments requests on Facebook and Twitter.
- Where to we want the team to camp? Joe will ask team chair once identified how they would like. Have them fly to Moline - one location. Visit QC then to Macomb. Do not provide drivers.

***Feedback from campus and next steps for review of reports:***

Feedback from Intro and Criterion – haven't had any, so nothing to discuss.  
Strength's & Weaknesses for Criterion 3. Review  
Distance Education report – something from Marcia next week.

Adjourn 11:05 am