

The UWSP Accreditation Self-Study Process: A Listing of Plans and Events

September 2004-January 2006:

- Co-coordinators Steve Bondeson, from Academic Affairs, and Bob Mosier, from Student Affairs, after receiving the charge to engage in a comprehensive campus self-study, began and carried out the broad outlines of planning for the development of UWSP's self-study process, which would culminate in a visit from a team from the HLC Peer Review Corp in the spring 2008.
- That planning included consultation with a wide range of individuals, including the Higher Learning Commission's (HLC) liaison to UWSP, Dr. John Taylor; UWSP's Chancellor; UWSP's Vice Chancellors for Academic Affairs, Student Affairs, and Business Affairs; the chair of the Faculty Senate; and many others.
- The campus administration decided to use the Higher Learning Commission's (HLC) Program to Evaluate and Advance Quality (PEAQ), centering on five HLC PEAQ criteria, 21 core components, and four cross-cutting themes for the self-study.
- The co-coordinators focused on the development of the five Criterion Task Forces and selection of the chairs, potential general timelines for the process (the timelines are contained on the accreditation website), composition and job responsibilities for the Steering Committee members (job responsibilities are contained on the accreditation website), selection of the Steering Committee members (including the co-coordinators, the five Criterion Task Force chairs, coordinators of marketing and hosting the visiting team, the self-report editor, and two representatives of the Student Government Association), and strategies for communication with various constituencies.

April 11, 2005

- Virginia Helm, Steve Bondeson, and Bob Mosier attended the HLC annual conference and delivered a program at the Higher Learning Commission Annual Conference, Chicago Illinois.

June 28-30, 2005

- Steve Bondeson, Justin Rueb, and Bob Mosier attended a HLC Conference on assessment and the self-study process in Lisle, Illinois.

September-December 2006

- The co-coordinators continued the development of the self-study process.

November 3, 2005

- Bob Mosier, Ed Lee, and Cathy Glennon presented a program on preparing for the HLC self-study process for participants from the areas of Registration and Records and Admissions at the WACRAO Annual Conference, Milwaukee, Wisconsin.

January-March 2006

- The selection of the UWSP Accreditation Steering Committee is completed.

April 1-April 4, 2006

- Participation by the entire UWSP Accreditation Steering Committee in the HLC Annual Conference, Chicago, Illinois occurred. Planning for the self-study process was developed during the conference by the Steering Committee.

April-May 2006

- The Criterion Task Force chairs selected their members.

April 9, 2006

- The first meeting of the Accreditation Steering Committee on campus (notes in the accreditation website) occurred. The Steering Committee developed and approved a detailed timeline for the self-study process.

April 12, 2006

- Steve Bondeson and Bob Mosier presented information to the UWSP Chancellor's Cabinet about the Accreditation Self-Study process.

April 19, 2006

- Steve Bondeson presented information to the Faculty Senate about the Accreditation Self-Study process.

April 25, 2006

- A meeting of the Accreditation Steering Committee (notes in the accreditation website) was held.

May 2006

- Development of the UWSP accreditation website began under the coordination of Randy Peelen and Justin Poggemann, with the support of Dave Dumke of

Information Technology. The Virtual Resource Room was developed over the summer of 2006. Patti Becker and Yan Liao (both from the University Library) developed a coding system for documents in the Virtual Resource Room.

May 9, 2006:

- A meeting of the Accreditation Steering Committee was held (notes in the accreditation website).

June 20, 2006

- A meeting of the Accreditation Steering Committee was held (notes in the accreditation website).

June 20, 2006

- A Marketing and Communication Plan by Wayne Sorenson and Julie Zsido was presented to the Accreditation Steering Committee.

August 2006

- The first accreditation newsletter was developed by Julie Zsido and Wayne Sorenson (a copy of the newsletter is in the accreditation website).

August 28, 2006

- Information on the HLC Self-Study process was presented in a booth at the New Faculty Orientation Fair by Wayne Sorenson and Bob Mosier.

August 30, 2006

- The Chancellor discussed the importance of the HLC Self-Study process in her annual opening address to faculty and staff.

September 1, 2006

- A meeting of the Accreditation Steering Committee was held (notes in the accreditation website).

September 2006

- A packet of information, containing the first accreditation newsletter, a bookmark with the self-study criteria, and a letter from the Chancellor and Provost to the University was developed and given out to faculty and staff at the university by Julie Zsido and Wayne Sorenson.

September 2006

- The Criterion Task Forces began meeting under the direction of Karyn Biasca, Criterion One; C.R. Marshall, Criterion Two; Patty Holland, Criterion Three; Patti Becker, Criterion Four; and Neil Heywood, Criterion Five. The Criterion Task Forces decided on how the core components for the criteria would be developed and by whom, decided on a timeline for completion of the draft of their chapter in the self-study, began identifying evidence for their core components, and reviewed the writing style guide developed by the self-study report editor, Dave Arnold.

September 2006

- Continuing development of the Virtual Resource Room of the accreditation website occurred under the coordination of Randy Peelen and Justin Poggemann.

September 2006

- The Student Affairs accreditation website was completed. The website was developed by Bob Stuewer, Kelly Hagadorn, Shari Ellertson, Ken Varga, Randy Peelen, and Bob Mosier. Support was given by Dave Dumke, Director of Information Technology.

September 2006

- The Business Affairs accreditation website, developed by Christine Cherney, was completed.

September 21, 2006

- Steve Bondeson and Bob Mosier presented an overview of the self-study process during an Open Discussion meeting, in which representatives from campus attended.

September 20, 2006

- A presentation to the Faculty Senate by Steve Bondeson on the Accreditation Self-Study process and the external review of GDRs by a team from AASCU (which occurred in November 2006) was given.

September 20, 2006

- Support for the Accreditation Self-Study process was discussed by the Chancellor at the Faculty Senate meeting.

October 2006

- Merger of the Student Affairs and Business Affairs accreditation websites into the UWSP accreditation website will occur.

October-November 2006

- The Criterion Task Forces continued to advance the self-study process by analyzing the evidence to meet their criteria, developing outlines for their chapters, and reviewing the writing style guidelines.

October 2, 2006

- Steve Bondeson and Bob Mosier met with Carlos Gieseken of the Stevens Point Journal for an article to be written by Carlos on the accreditation self-study process.

October 5, 2006

- A presentation by Steve Bondeson and Bob Mosier on the Accreditation Self-Study process was made to the Student Government Association.

October 6, 2006

- A meeting of the Accreditation Steering Committee was held (notes are on the accreditation website).

October 12, 2006

- A presentation by Steve Bondeson and Bob Mosier on the Accreditation Self-Study process was given to the Classified Staff Advisory Council.

October 17, 2006

- A presentation by Karyn Biasca and the Criterion Task Force One was given during an Open Discussion for University faculty, staff, and students.

November 2006

- The second accreditation newsletter was developed and sent out by Julie Zsido and Wayne Sorenson.

November 2006

- Karyn Biasca was appointed the interim co-coordinator of the self-study process because of an anticipated extended absence of Steve Bondeson. Karyn continued

to serve as the chair of Criterion Task Force One. Steve Bondeson served as a consultant to the self-study process and the Steering Committee.

November 2-3, 2006

- Steve Bondeson coordinated the AASCU visiting team and their review of UWSP's GDRs, advising process, enrollment management process, and other campus programs and culture related to student learning and student success. The AASCU Visiting Team met with various groups on campus in order to make specific recommendations to the campus regarding a range of programs. As part of that process, the Accreditation Steering Committee and the AASCU Visiting Team met on Friday, November 3. The AASCU Report is contained in the accreditation website under Structure and Process; AASCU Visiting Team in the navigation bar. The entire campus community was involved in the review and the University began planning on how best to respond to and use the recommendations of the AASCU visiting team.

November 8, 2006

- A presentation by C.R. Marshall and the Criterion Task Force Two was given during an Open Discussion for University faculty, staff, and students.

November 17, 2006

- A meeting of the Steering Committee was held (see notes of the meeting in the accreditation website).

November 21 and November 30, 2006

- Two planning meetings were held with Wayne Sorenson, Dave Arnold, Meas Vang, Bob Mosier, and Jerry Blanche to discuss the use of the University Relations graphic designer in the design of the self-study report. Meas Vang will design the front and back covers of the self-study report, as well as the cover pages for each of the chapters. Dave Arnold will work with Meas on this process.

December 10, 2006

- A meeting of the Steering Committee was held (see notes of the meeting in the accreditation website).

December 15, 2006

- A meeting of the Steering Committee was held. Invited guests were Provost Helm, the chair of the Faculty Senate, Chris Sadler, and the vice-chair of the Faculty Senate, Scott Frazier (see notes of the meeting in the accreditation website).

January 5, 2007

- A meeting with Steve Bondeson, Karyn Biasca, and Bob Mosier was held with Don Peters, the new community representative to the Steering Committee, to provide an orientation to Don with respect to the accreditation process.

January 9, 2007

- A meeting with Steve Bondeson, Karyn Biasca, Bob Mosier, Christine Cherney, Randy Peelen, and Justin Poggemann was held to review progress with the accreditation website.

January 26, 2007

- A meeting of the Steering Committee was held. Don Peters, the community representative appointed by Chancellor Bunnell, began meeting with the Steering Committee (see notes of the meeting in the accreditation website).

February 2007

- The third accreditation newsletter was developed and distributed by Wayne Sorenson and Julie Zsido (see copy in the accreditation website).

February 1, 2007

- Karyn Biasca, Steve Bondeson, and Patty Holland met with the AASCU review team chair, Ann Cohen, to discuss the AASCU report, regarding recommendations for student success and preparations for the HLC review team site visit in March 2008.

February 2, 2007

- Members of the Steering Committee attended an open forum session with AASCU review team chair, Ann Cohen.

February 7, 2007

- Karyn Biasca presented an update on the self-study process to the Faculty Senate.

February 8, 2007

- A meeting of all of the members of the Criterion Task Forces and the Steering Committee was held. The meeting centered on a discussion of the cross-cutting themes and their integration with the five criteria.

February 9, 2007

- A meeting of the Steering Committee was held (see notes from the meeting in the accreditation website).

February 19, 2007

- Patty Holland and Criterion Task Force Three members led an Open Discussion with the campus.

February 23, 2007

- A meeting of the Steering Committee was held (See notes from the meeting in the accreditation website).

March 9, 2007

- A meeting of the Steering Committee was held (see notes from the meeting in the accreditation website).

March 14, 2007

- Patti Becker and Criterion Task Force Four members led an Open Discussion with the campus.

March 30, 2007

- A meeting of the Steering Committee was held (see notes from the meeting in the accreditation website).

April 2007

Drafts of the chapters for the five criteria were submitted to Dave Arnold, editor of the self-study report.

April 2007

- A fourth accreditation newsletter was developed and distributed by Julie Zsido and Wayne Sorenson (see a copy in the accreditation website).

April 10, 2007

- Neil Heywood and the Criterion Five Task Force members led an Open Discussion with the campus.

April 13, 2007

- A meeting of the Steering Committee was held (see notes from the meeting in the accreditation website).

April 20-24, 2007

- Members of the Steering Committee attended the HLC annual meeting in Chicago.

April 27, 2007

- A meeting of the Steering Committee was held (see notes from the meeting in the accreditation website).

May 11, 2007

- A meeting of the Steering Committee was held (see notes from the meeting in the accreditation website).

July 24, 2007

Bob Mosier retired from the university, creating a significant vacancy on the Steering Committee. Karyn and Steve continue as co-coordinators of the accreditation process.

August 1, 2007

- The self-study report editor, Dave Arnold, completed a draft of the various sections of the self-study report.

September 2007

- The Steering Committee met to discuss collating the chapters and other sections of the Self-Study Report and how to prepare the campus for release of the report and the site visit.
- The Self-Study Report was released to campus for review and comments. Feedback through an online form was collected and reviewed by the Steering Committee.
- Preparations were underway for hosting the visiting review team, coordinated by Julie Zsido and Wayne Sorenson. Rooms are reserved in the yet to be reopened Dreyfus University Center and Wayne and Julie explore what local accommodations are available and will meet the needs of the team.
- Laptop computers are reserved for the dates of the site visit.
- The Steering Committee held a “Draft Day” Celebration on September 21 to celebrate the completion of a significant portion of the reaccreditation process, the completion and release of the first draft of the self-study report.

- Open campus forums were held on September 25, 27, and 28 to hear comments and feedback from campus constituents on the self-study document.

October 2007

- Provost Mark Nook discussed the self-study report with deans. The deans made several observations concerning the style and focus of the report as well as pointing out missing or inaccurate information. Academic Affairs Directors provide feedback on the self-study report draft. Their comments parallel the comments from the deans. Feedback from the campus at large, through the online feedback form.
- CTF chairs and the editor/writer begin to incorporate the campus feedback and the suggestions from deans and directors into the self-study report. Deans and directors are encouraged to cite specific evidence for their suggested edits.
- October 10 Provost Nook suggests the possibility of revising the self-study report, not only to include the suggestions from deans and directors, but to organize the report around strengths and weaknesses or the outline of *Vision 2015*. Recognizing the scope of this revision, Provost Nook considers hiring a full-time consultant/reviser for the undertaking.
- October 17 Provost Nook reports to the Faculty Senate on the intent to hire an external writer to revise the self-study report. Questions focus primarily on paying for the added personnel.
- October 24 The Steering Committee meets to discuss the possibility of rewriting the self-study report. They recognize the magnitude of the suggestion and, perhaps, an opportunity to highlight the cross-cutting themes in a more direct manner. Understanding that the work of the CTFs will be honored in any rewrite and that a consultant writer will work with our editor/writer and coordinators, the Steering Committee agrees with the wisdom of hiring a full-time consultant writer. They also express frustration that the earlier opportunities to review and comment on the drafts of the self-study report chapters was not used in a fashion that would have provided formative feedback for the Steering Committee.
- Steve calls staff liaison John Taylor to discuss the possible rewrite. John recommends crafting a set of guidelines for the process before it begins and cautions that the visiting team will scrutinize the process to assure that the integrity of the evidence and conclusions have not been compromised.

November 2007

- The search for an external writer continues as do the editorial revisions to the existing draft and inclusion of campus, dean, and director comments. Revisions are being done at the discretion of editor/writer Dave Arnold in consultation with members of the Steering Committee, as warranted.
- November 7 Provost Nook again reports to the Faculty Senate on the search for an external writer. A candidate has yet to be identified but the plan is to have one found by the “end of the week (November 10.)” Provost Nook’s remarks are delivered by Steve Bondeson. A copy is appended to this document. Senators inquire about preserving the integrity of the self-study and suggest that a copy of

the existing report be available for the visiting team. Steve responds that the existing report is still being revised but that it will, indeed be available to the visiting team. Steve further assures the campus that the integrity of the evidence and self-study remains secure and that the external writer, when hired, will report to the steering committee.

- Wayne Sorenson and Julie Zsido, Accreditation Steering Committee “Marketing and Publicity” coordinators continue to make arrangements for the site visit team.
- Wayne and Julie are joined by Joy Lemay, Event Planner from University Relations and Communications. The team of three divide duties in planning and arranging the site visit

December 2007

- The self-study report revisions continue. A complete draft is distributed to steering committee members for copy editing. Campus feedback, including that from the deans has been incorporated into the document and Dave Arnold will accept suggestions from the Steering Committee. An adjunct writer has not been identified, so the Steering Committee proceeds to production of the report. Reports and other data for the Institutional Snapshot are being assembled. We decide to use as many existing reports as possible rather than re-generating reports required for the snapshot.
- December 18, 2007 The Accreditation Steering Committee meets informally after lunch to discuss progress and the site visit. (No printed agenda or minutes were kept.) The editor/writer has been including the comments from committee members and has released an updated version of Chapter 1. We decided to send this chapter to layout and design in preparation for publishing.

March 2008

- The review team will visit the campus.

Summer/Fall 2008

- The visiting team will present a written report with recommendations to UWSP. The results of the report will be made public. The Steering Committee will review the recommendations and develop a five year action plan.

Provost's Comments Faculty Senate November 6, 2007

Please accept my apologies for not attending today's meeting; I am attending the Governing Board meeting for the Wisconsin Alliance for Minority Participation, a grant funded program to increase the number of minority students that enter and graduate from Science, Technology, Engineering, and Mathematics programs at the baccalaureate level.

I am certain that it is going to be more enjoyable than the Provost's training I was subjected to two weeks ago.

I know that there were questions from the last senate meeting regarding the addition of a person to provide support to the Accreditation team. I tried to answer most of those questions and provided some additional information to the Faculty Senate Executive Committee. The one remaining unanswered question is: Who is paying for this position? The funds for this position come from the Academic Affairs budget, in particular, funds that are available for special needs. The final arrangements have not been worked out with an individual at this point. I hope to have this completed later this week.

UWSP initiated a strategic planning process last year which produced a final report that contained a proposed mission and values statement as well as a strategic planning process (Appendix 21 of the strategic planning documents that are easily accessed from the chancellor's homepage.) It is time now to move forward with strategic planning at the university level. In the coming weeks, I will be working with faculty governance, student government, Student Affairs, and the deans to pull together a campus wide strategic planning process. The goal of this process will be to involve all campus constituents, students, faculty, staff, and administrators, to develop a strategic plan that moves the university forward toward the ideals of the University's Vision 2015. It is important that we as a campus develop a process for planning that is open and accepted by the entire university community. Strategic planning is hard work, and filled with challenges for all of us. I have learned quickly the extent to which this campus is student-centered, how much we care about each student's education, career, and personal life. This commitment to our student's well being, academically and personally, will make it easier for us to work together to form a strategic plan that serves their needs into the next decade. If we keep our focus on the students and continuing the legacy of UWSP's commitment to our students, we can develop a strategic plan in which we all can take a great deal of pride.

I know that there may be questions concerning some of these remarks and apologize for not being able to be present to answer them. I would certainly be willing to answer them either in writing if they could be recorded, or answer them at the next senate or executive committee meeting.

Thank you.