North Park University
Meeting Minutes 08

Committee: Accreditation Executive Committee	Meeting Date: 2/12/2009
Chairperson: Joseph Jones	Recorder: Susan Olsen

Meeting Agenda	Members Present
1. Approval of Time-Line 2. Levels of Implementation, attachment 3. Committee Updates 4. Demo of Wiki 5. Identify Blackboard coordinators 6. Resource Room 7. Publication of Self-Study Document	Carl Balsam Hannah Flint Joseph Jones Andrea Nevels Mark Olson Charles Peterson Elizabeth Ritt Aaron Schoof Robert Stanley Norma Sutton Daniel Tepke Laura Burt Lukas Dahlstrom Absent: Wes Lindahl

Discussion:	Action:	Date
• ***Approval of the time-line:*** • Handouts – Time-Line from now until 2010 and monthly activities schedule for 2008-09. • A motion was made and seconded to accept the time-line for our comprehensive evaluation for continued accredited status. • ***Levels of Implementation:*** • Handouts – *Levels of Implementation* - it shows patterns of characteristics at three levels of assessing programs. *Institutional Comparison* - it shows our comprehensive visit in 2001 compared to our monitoring report in 2003. • Robert reviewed the *Level of Implementation* document with the committee. • We hope to identify where we are after we have gathered our materials and made our assessments. • We are expected to be moving forward toward "maturing stages", level 3, the ultimate goal, when the whole campus community has embraced quality improvement on a continuing basis. • ***Committee Updates:*** • The chairs of the three subcommittees are actively meeting with their members. • 1. Assisting members to be more familiar with the technology. • 2. Looking at other colleges and universities to	• All approved to accept the time-line. • Committees will share what they have learned by the end of April. • Planning a mini workshop for committee members in June. • Documents will be pulled together in the summer so that they can begin to write their reports in the fall. • Send names of Blackboard coordinators to Robert Stanley by Feb. 28, 2009. • Committee members were asked to send recommendations of agencies to contact for estimates of publishing the self-study to Robert Stanley. • The self-study needs to be written by June of 2010. • Elizabeth Ritt will ask Ron Shaw if he could run a CD of our current website to save for accreditation.	

compare and contrast what they are doing or have done. • 3. Reading NPU's 2001 self-study. • 4. Reading NPU's 2003 monitoring report. • ***Demo of Wiki:*** • Robert and Elizabeth demonstrated our electronic document resource center, Wiki, which includes all areas of the university. • We need the critical information listed at this time for accreditation. We can move to expand after that. • We should see the accreditation process as a tool to see where we need to go for continued improvement. • Hope to see documents from all areas up on Wiki by fall. • ***Identify Blackboard Coordinators:*** • We need to identify Blackboard coordinators from every area of the campus by the end of February. • Student Association should send their information to Dean Nevels. • ***Resource Room:*** • We need to get this room launched as soon as possible. • It will be the second floor conference room by the elevator in Old Main. • It will house documents that we don't have on line. • Confidential documents • Brochures, etc. • Sample documents should be from the last three years. • It's a good time to do a document audit to see if all are congruent. • ***Publication of Self-Study Document:*** • The committee agreed that the publication of the final self-study document should be outsourced.		

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