North Park University
Meeting Minutes

Committee: Executive Accreditation Committee	Meeting Date: 9/9/2009
Chairperson: Joseph Jones	Recorder: Susan Olsen

Meeting Agenda	Members Present
1. Wiki Update 2. Sub-Committee Updates, Chairs 3. Newsletter, Elizabeth Ritt 4. Status of Self-Study Introduction	Carl Balsam Laura Burt Joseph Jones Wesley Lindahl Andrea Nevels Mark Olson Charles Peterson John Phelan Elizabeth Ritt Daniel Tepke Absent: Aaron Schoof and Robert Stanley

Discussion:	Action:	Date
• ***Announcements:*** • The Provost announced that Kristine Strand, Board of Trustees member, will be the Board's representative on the Executive Accreditation Committee. • We need two Board representatives to serve on each of the sub-committees. • It was requested that the chairs of the sub-committees contact the Board members. • A roster of the Mission committee of the Board will be sent to the sub-committee chairs so that they can select members to contact. • ***Wiki Update:*** • Robert has been checking on the progress of data posted to wiki and contacting areas that are lacking information. • The committee felt that a deadline for uploading documents was necessary so that the writers would have the information they need. • ***Sub-Committee Updates:*** • Sub-Committee B – • Reviewed their time-line • Their writers are concerned that they couldn't find enough criteria to make statements. • Sub-Committee C – • They will be meeting on Tuesday • Sub-Committee A – • Reviewed their time-line • Reviewed sample self-studies to prepare for writing • Each committee member was assigned as a	• The 20 vital documents identified by Robert need to be posted on wiki by Sept. 18. • The remaining documents need to be posted by Sept. 25.	

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lead writer for one core component and as a supporting writer for a second core component.

- Robert is working with Andrea on identifying a student representative for each sub-committee.
- Andrea suggested third year students so they can be in the loop all the way through the process.
- It was suggested that the Graduate Council decide how graduate students can be represented in this accreditation process.
- Wes will find a duel degree student-Seminary/Business and follow up with Laura Burt
- ***Newsletter, Elizabeth Ritt:***
- Handout – September Newsletter
- Elizabeth will be preparing a monthly newsletter with updates on our progress, important dates, and opportunities for participation in the self-study process.
- ***Status of Self-Study Introduction:***
- The Provost reminded members that haven't submitted their updates to him to please do so (electronically) by the end of this week, Sept. 11 so he can complete the introduction.
- We will have a 5 minute update on the self-study at each faculty meeting this year.
- The next meeting is October 14.

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