

North Park University Meeting Minutes

Committee: Executive Accreditation	Meeting Date: 11/11/2009
Chairperson: Joseph Jones	Recorder: Susan Olsen

Meeting Agenda	Members Present
<ol style="list-style-type: none"> 1. Wiki Update, Robert Stanley 2. Status of Self-Study Introduction 3. Reply to the Challenges: <ol style="list-style-type: none"> a. Charles Peterson – Overload and Teaching Assignments b. Robert Stanley – Assessment Efforts c. Wes Lindahl – Guidelines/Policies for Graduate Programs d. Carl Balsam – Deferred maintenance of facilities and Information system 	Carl Balsam Laura Burt Rich Johnson Joseph Jones Wes Lindahl Andrea Nevels Mark Olson Charles Peterson John Phelan Elizabeth Ritt Aaron Schoof Robert Stanley Absent: Daniel Tepke

Discussion:	Action:	Date
<p>Joe opened in prayer</p> <p>Wiki Update:</p> <ul style="list-style-type: none"> • Academic and support areas all have wikis • Robert may need to meet with some areas to change categories to fit the department. <p>Status of Self-Study Introduction:</p> <ul style="list-style-type: none"> • Adding information and editing sections of the draft continues. • The Draft should be completed by the end of this semester • It will help us see where we are missing information or missing documentation. <p>Reply to the Challenges:</p> <ul style="list-style-type: none"> • <i>Overload and Teaching Assignments</i> – • Discussed the difficulty of showing evidence of improvement with fewer overloads and fewer adjuncts • Suggestions: • Include universal changes in the use of adjuncts over the last 10 years • Compare NPU to other similar institutions • Highlight the many years some adjuncts have been with us • Show how we prepare our adjuncts with orientations; the Office of the Provost's and each school's • <i>Assessment Efforts</i> – • Robert will do a summary report on where we are on the 	<ul style="list-style-type: none"> • The sub-committee drafts will be sent out to all the executive accreditation committee members before our next meeting. • January 15 is the deadline to get everything pulled together for Nancy Arnesen, the editor of our Self-Study document. • Committee members should send corrections and/or additions to the <i>Glossary of terms</i> to Robert Stanley. 	

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<p>assessment of the institution.</p> <ul style="list-style-type: none">• <i>Guidelines/Policies for Graduate Programs</i> –• We asked that his section be integrated better into the total document• <i>Deferred Maintenance of Facilities and Information Systems</i> –• It was suggested to include the two capital campaigns; the Library and Helwig, and to also include the green space in the last paragraph of the history section of the introduction.• Sub-committee updates:• First draft is due Friday, November 13.• The drafts will be sent out before the next committee meeting so members can respond.• Status Report:• Handout – <i>Assembling and Presenting Federal Compliance Information</i>• Robert thanked members for gathering this information• Robert reminded us that we are a year away from our accreditation visit and that we need to stick to our timeline.• Handout – <i>Glossary of Terms - terms</i> that we use across campus - for better understanding and consistency in our document.• Future role of subcommittees:• The Subcommittee members will continue to edit their documents and search for more data• The Subcommittee members will be present at Town Hall meetings on campus to answer questions about the Self-Study.• Announcement:• Andrea Nevels informed the committee that a student survey of <i>service on and off campus</i> will be administered by the end of the fall semester. It will also be an opportunity to remind students of our Self-Study.		
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