North Park University

Meeting Minutes 08 Meeting Date: 11/14/08 Committee: Executive Accreditation Committee Chairperson: Joseph Jones Recorder: Susan Olsen

Meeting Agenda		Members Present
1.	Charge to Executive Committee	Carl Balsam
2.	Subcommittee responsibilities	Joseph Jones
	Writing Team	Wesley Lindahl
	•	Andrea Nevels
	Subcommittee Training	Charles Peterson
5.	Website Development	Elizabeth Ritt
6.	Work Plan – timeline	Norma Sutton
7.	Priorities for HLC	Daniel Tepke
	Possible dates for visit (Nov. 15-17, 2010;	Robert Stanley
0.		Hannah Flint
	March 28-30, 2011; or April 11-13, 2011)	Absent: Mark Olson and Aaron Schoof

	Robert Stanley	
M 1 20 20 2011 A 1111 12 2011)	Hannah Flint Absent: Mark Olson and Aaron Schoof	
	Tobelit. Walk Olson and Fallon Belloof	
Discussion:	Action:	Date
 Charge to the Committee The Executive Accreditation committee is establis coordinate the activities related to North Park Univ Self-Study as defined by the Higher Learning Com (HLC). To establish goals, collect and review data, coordinate, monitor, etc. Refer to the handout for a complete explanation. Send representatives to the HLC annual meeting in Review the 2001 report from HLC Subcommittee responsibilities They will set a standard on how meetings are run Set goals Learn the steps of document collection Help develop the resource room Keep electronic copies of documents. Location und discussion Be sure internal documents are dated, updated and consistent Purge old documents that are no longer in use or rewriting Team We have strong writers for each committee, Joyce Julie Westerman and Carol Martin (tentative) who with our chief writer and editor, Nancy Arnesen We will need to begin writing the self study chapte year Subcommittee Training We will use a Wiki within Blackboard to post comminutes and other documents for accreditation Their training session is today after this meeting Website Development 	2011 visit will be sent out before the next academic year • Begin writing self-study chapters 2009-10 • Send areas of evidence list (under chapter #3 in the HLC Handbook) to Robert Stanley so he can update the "yellow boxed area" • Next meeting: address the issues and charges that were given to us from the last accreditation visit (the report is in your handbook) • Joe will ask local Board of Trustee members if they are able to participate on our accreditation subcommittees. Three are needed.	
Website Development		

It is an expectation of the HLC that we have a website designated for our accreditation for our external audience

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and for internal posting of documents

Work Plan - Timeline 2008-09

- The timeline for monthly duties was distributed
- It will be necessary to continue to work over the summer collecting documents

Priorities for Higher Learning Commission

- Priorities handout distributed
- Distributed HLC Handbooks of Accreditation
- Our self-study must be posted and available for public comments
- Expect town hall meetings for open discussion
- Course descriptions and learning outcomes in syllabi
- Every course taught should have a syllabus
- Agendas on line for all committees in addition to the minutes