



# WSCUC 2026 Special Visit Committee Meeting Summary Notes

**Date:** October 31, 2024

**12:00 - 1:00 pm**

**Venue:** MS Teams

**Facilitators:** Dr. Bradley Henson and Dr. Satoko Siegel

**Members:** Bradley Andresen, Suresh Appavoo, Stephanie Bowlin, Hyma Gogineni, Rodney Hicks, Sil Han Jin, Rick Leeper, Josh McFarlen, Mark McIntire, Tina Meyer, Stephen O’Barr, Maria Pallavacini, Jonathan Perry, Elizabeth Rega, Tim Wood

**Recorder:** Heather Simmons

**Absent:** Barbara Baker, Connie Callahan, Denise Cornish, Mirabelle Fernandes Paul, Cheng Yu Huo, Liliana Martinez, Andre Matti, Sunil Prabhu, Carl Todaro

<u>Items</u>	<u>Discussion/Action</u>
<b>Review September Minutes</b>	<ul style="list-style-type: none"> <li>• Minutes approved with no corrections</li> </ul>
<b>Compliance with 2023 WSCUC Standards</b>	<ul style="list-style-type: none"> <li>• <b>Compliance Worksheet</b> is a document for the institutional report, required for the reaffirmation process.               <ul style="list-style-type: none"> <li>○ Provides evidence, documents, and links related to criteria for review under the standards.                   <ul style="list-style-type: none"> <li>▪ Worksheet highlights areas needing attention based on 2023 standards.                       <ul style="list-style-type: none"> <li>• Site visit will focus on these areas.                           <ul style="list-style-type: none"> <li>○ It is important to include evidence of development and progress.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

<p style="text-align: center;"><b>Plans</b></p>	<ul style="list-style-type: none"> <li>• <b>Steps for Reaffirmation</b> <ul style="list-style-type: none"> <li>• Self-Study</li> <li>• Offsite Review</li> <li>• Accreditation Site Visit</li> <li>• Confidential Recommendation to the Commission</li> <li>• Action Letter from the Commission</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Survey Timeline and Process</b></p>	<ul style="list-style-type: none"> <li>• <b>Survey Administration</b> <ul style="list-style-type: none"> <li>○ WesternU administered surveys last reaffirmation process to gather data <ul style="list-style-type: none"> <li>▪ Identified existing institutional data: document names, locations, and owners. <ul style="list-style-type: none"> <li>• Will use standardized format previously used for consistency. <ul style="list-style-type: none"> <li>○ Collect evidence and educate participants about the process.</li> </ul> </li> </ul> </li> <li>○ <b>First Survey</b> will identify existing institutional data, including document names, locations, and owners, to facilitate follow-up and evidence collection for the institutional report. <ul style="list-style-type: none"> <li>▪ Gather data aligned with standards and CFRs (Criteria for Review). <ul style="list-style-type: none"> <li>• <b>Timeline: November 12–25, 2023:</b> Two-week evidence collection period. <ul style="list-style-type: none"> <li>○ Results will be reviewed and discussed at the December meeting.</li> </ul> </li> </ul> </li> <li>○ <b>Second Survey will</b> focus on the three open-ended questions from the worksheet. <ul style="list-style-type: none"> <li>▪ Address areas requiring follow-up as identified in the first survey. <ul style="list-style-type: none"> <li>• <b>Timeline: January 13–24, 2024:</b> Two-week evidence collection period. <ul style="list-style-type: none"> <li>○ Results will be reviewed and discussed at the January meeting.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul>
<p style="text-align: center;"><b>Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Combine November and December meetings into one on <b>December 5</b> due to holidays.</li> <li>• Survey draft to be posted on Teams for review before launch.</li> <li>• Will post the last institutional report, recommendation letters, action letters, and special visit documentation for reference on Teams page.</li> <li>• Begin planning for summer activities considering potential vacation conflicts.</li> </ul>
<p style="text-align: center;"><b>Questions, Comments, and Concerns</b></p>	<ul style="list-style-type: none"> <li>• Dr. Gogineni suggests including all faculty in the survey to ensure true representation and educate them about standards and reasoning.</li> <li>• Dr. Appavoo raised concerns about having no student representatives in the meeting <ul style="list-style-type: none"> <li>○ This was due to student Halloween celebrations and shouldn't be a problem moving forward <ul style="list-style-type: none"> <li>• Some department names in survey need updating (e.g., Advancement is now External Affairs, Institutional Shares Services includes IT and Facilities, etc.)</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• Dr. Hicks mentioned CGN accreditation site visits are scheduled for March 2026, suggesting alignment or avoidance of overlapping events.</li></ul>
<b>Next Meeting</b>	<ul style="list-style-type: none"><li>• December 5, 2024</li></ul>