



## WSCUC 2026 Special Visit Committee Meeting Summary Notes

**Date:** December 5, 2024

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

**Venue:** MS Teams

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

**Members:** Stephanie Amonoo-Monney, Suresh Appavoo, Stephanie Bowlin, Carolina Banuelos, Rosana Bravo, Connie Callahan, Joshua Cameron, Denise Cornish, Mirabelle Fernandes Paul, Hyma Gogineni, Sil Han Jin, Mark McIntire, Tina Meyer, Stephen O'Barr, Maria Pallavacini, Elizabeth Rega, Carl Todaro, Tim Wood

**Recorder:** Heather Simmons

**Absent:** Bradley Andresen, Barbara Baker, Rodney Hicks, Cheng Yu Huo, Rick Leeper, Liliana Martinez, Andre Matti, Josh McFarlen, Joseph Park, Jonathan Perry, Sunil Prabhu

<u>Items</u>	<u>Discussion/Action</u>
<b>Review October Minutes</b>	<ul style="list-style-type: none"><li>• The minutes were approved with one correction:<ul style="list-style-type: none"><li>◦ Amend the October minutes to reflect that Maria Pallavicini was in attendance.</li></ul></li></ul>
<b>Adding New Members</b>	<ul style="list-style-type: none"><li>• Discussion to add additional members to Steering Committee<ul style="list-style-type: none"><li>◦ Add ten faculty and ten staff<ul style="list-style-type: none"><li>▪ Idea is to make sure there is one additional faculty member and staff from every college<ul style="list-style-type: none"><li>• Having good, broad, representation of university will enable us to tell our collective story and make sure every corner is represented</li></ul></li></ul></li></ul></li></ul>

<b>Orientation Training</b>	<ul style="list-style-type: none"> <li>• <b>Recap Training</b> <ul style="list-style-type: none"> <li>○ Extensive discussion on the reaffirmation process: <ul style="list-style-type: none"> <li>▪ Reviewed background information, standards, institutional report, review process, and related documents, including <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> </li> </ul> </li> </ul>
<b>Survey Feedback/results</b>	<ul style="list-style-type: none"> <li>• <b>Survey Updates</b> <ul style="list-style-type: none"> <li>○ Survey #1 sent to over 100 participants (UEOT, Academic Senate, Academic Affairs, etc.). Results provide robust information.</li> <li>○ Survey remains open until Dec. 20; encourage further evidence submissions.</li> <li>○ Survey #2 (Steering Committee): Three questions to identify significant issues from standards.</li> </ul> </li> <li>• <b>Data Collection &amp; Analysis</b> <ul style="list-style-type: none"> <li>○ Need better operational data beyond documents.</li> <li>○ Past surveys, reviews, DEI climate survey, and governance process results available.</li> <li>○ Drs. Henson and Siegel will compile an inventory of previous data for analysis.</li> <li>○ Suggest creating a central database and adding a "Data" column to standards tables for easy reference.</li> </ul> </li> <li>• <b>Discussion Points</b> <ul style="list-style-type: none"> <li>○ Address gaps in evidence and areas requiring further analysis.</li> <li>○ Importance of "closing the loop" in data-driven decision-making.</li> <li>○ Emphasize accuracy and thoroughness in responses to WSCUC.</li> </ul> </li> <li>• <b>Action Items</b> <ul style="list-style-type: none"> <li>○ Organize and share data inventory (e.g., via Teams).</li> <li>○ Summarize feedback and findings; clarify reporting metrics (attendance, faculty participation, student outcomes, etc.).</li> <li>○ Incorporate additional suggestions into the narrative.</li> </ul> </li> <li>• <b>Key Reminders</b> <ul style="list-style-type: none"> <li>○ Accreditation success hinges on accurate, reliable reporting.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Frame our story positively while addressing challenges honestly.</li> <li>○ Ensure all stakeholders contribute and uphold commitment to WSCUC standards.</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>● <b>Important Dates:</b> <ul style="list-style-type: none"> <li>○ Report due: <b>July 10, 2025</b></li> <li>○ Offsite review: <b>September 18, 2025</b></li> <li>○ Site visit: <b>March 11–13, 2026</b> (Pomona campus; Lebanon campus visit TBD by team, likely a day or two prior).</li> <li>○ Commission action letter: <b>June 2026</b>.</li> </ul> </li> <li>● <b>Revised Timeline for Report Preparation:</b> <ul style="list-style-type: none"> <li>○ <b>January–February 2025:</b> Begin drafting chapters.</li> <li>○ <b>March 2025:</b> Complete first drafts and peer feedback.</li> <li>○ <b>April 2025:</b> Compile sections into a complete report.</li> <li>○ <b>May–June 2025:</b> Final review with leadership (president, provost, branches).</li> <li>○ <b>July 10, 2025:</b> Submit final report.</li> </ul> </li> <li>● <b>Support:</b> <ul style="list-style-type: none"> <li>○ Accreditation specialists (Powers Group) assisting with WSCUC requirements. <ul style="list-style-type: none"> <li>▪ Legal review by experts in academic accreditation to ensure compliance and address risks. <ul style="list-style-type: none"> <li>● Will invite Powers to discuss the process for additional clarity.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<b>Writing Groups</b>	<ul style="list-style-type: none"> <li>● <b>Create Writing Groups</b> <ul style="list-style-type: none"> <li>○ A shared document will be posted on Teams, including a column for writing groups.</li> <li>○ Review CFRs, evidence, and the populatable form. Indicate where you can best contribute.</li> <li>○ Drs. Henson and Siegel will review input, identify gaps, and adjust assignments as needed.</li> </ul> </li> <li>● <b>Timeline:</b> <ul style="list-style-type: none"> <li>○ Writing assignments will be finalized before the break, enabling work to start in January.</li> <li>○ Data reports and other resources will be prepared in advance.</li> </ul> </li> <li>● <b>DEI Components:</b> <ul style="list-style-type: none"> <li>○ Dr. Appavoo noted four sections involve DEI. Cross-pollination will be encouraged to leverage expertise and promote collaboration.</li> </ul> </li> <li>● <b>Goals:</b> <ul style="list-style-type: none"> <li>○ Foster collaboration and learning across areas.</li> <li>○ Utilize the robust Wisdom Plan as a guiding roadmap.</li> </ul> </li> </ul>

<b>Next Steps</b>	<ul style="list-style-type: none"><li>• Dr. Siegel will conduct kick-off meetings with new members</li><li>• Survey 1 results will be posted on Teams</li><li>• Presentation will be uploaded to Teams</li></ul>
<b>Next Meeting</b>	<ul style="list-style-type: none"><li>• January 30, 2024</li></ul>