

Date: October 22, 2004

To: Criterion 5 Committee

From: LouAnn Simpson, Chair

Subject: Minutes

The first meeting of the committee took place on Tuesday, October 5, at 3:30 pm in the Lamberti Conference Room, Aliber Hall.

Paper copies of the following documents were distributed:

1. Criterion Five: Engagement and Service (section from the HLC Handbook of Accreditation)
2. Drake's Mission Statement and Explication (working document in progress)
3. Single sheet summary of Criterion Five – bullet points on constituencies
4. Criterion Five – preliminary questions to be addressed
5. Quick Reference Sheet – Steering Committee members and Chairs of Criterion Committees

A preliminary discussion regarding the purpose of long-range planning, short-term goals and objectives, accreditation, strategic planning and the connections therein took place. Within that framework, the committee began its discussion regarding goals and objectives of the Criterion 5 committee. To achieve a sense of the committee's purpose, the committee spent time identifying potential and existing constituents, in reference to the summary sheet distributed. (Some of these constituents are the primary focus for other criterion committees, but this committee sought to establish a broad definition as the starting point for future discussions.) The list appears below, in random order:

University and College: faculty, students, staff, alums, Board of Trustees
Community – Des Moines, state, US and world (distance learning for example)
Prospective students, faculty, athletes,
Drake neighborhood,
Social and professional organizations,
Potential donors,

As the Committee identified potential and existing constituents, the committee also noted methods of engagement and attachment regarding constituents, such as:

Continuing Education, Service Learning, SBDC office, Center for Professional Studies, etc.
Distance Learning, Exchange programs for students and faculty, certificate programming, community service/outreach. Some very specific programs were identified such as the Life-Long Learning project, Bucksbaum Lecture series, CFA and FEI programs in addition to SBDC, etc.

The committee also noted that some programs can prove to be a less-than-positive situation for the University, such as the former TSP – Chicago experience.

As the committee continued discussions about the potentials and risks of outreach programs; a number of issues were noted for consideration in future discussions; including different economic models for different programs, revenue generation, donor support, university and community expectations, existing commitments vs. potential / future projects, etc.

A meeting schedule will be determined. Committee adjourned.