

Criterion 1 Self- Study Committee
December 13, 2006 1:00 – 2:00 p.m.
Old Main 208

Members Present: David Maxwell (co-chair), Raylene Rospond (co-chair), Rick Morrow, Lisa Lacher, Karen Pomeroy, Danette Kenne, Venessa Macro

Members Unable to Attend: Linda Ryan, Lauren Smith, Wanda Everage, Jim Hubbell, John Smith

Documents Circulated Prior to Meeting:
Drake Student Survey – Example Questions

Documents Distributed in Meeting:
Criterion 1 Evidence List Fall 2007

1. Committee meeting was called to order at 1:00 p.m.
2. In follow-up to November 27th meeting, Raylene Rospond presented and reviewed the Criterion 1 Evidence List that was initially developed during AY 05-06. A new column was added to identify location of evidence (sources). Committee affirmed that this document would be beneficial to each workgroup.
3. Subgroup Update was given related to internalizing mission. Subgroup comprised of David Maxwell, Ron Troyer, Venessa Macro, Brooke Benschoter, and Raylene Rospond met on Monday, December 11th at 3:30 p.m. Goal was to determine action steps related to core component 1c: Understanding of and support of the mission pervade the organization. The following action steps resulted from that meeting:
 - a. Brooke Benschoter will be the lead for implementing mission signage at the entrances to all University buildings.
 - b. Brooke Benschoter will take the lead in developing process to obtain “narratives” on situations that are examples of the 5 key components of the mission. Narratives will be obtained on one key component at a time.
 - c. Venessa Macro will take the lead in developing a workshop for the Excellence series related to finding yourself in the mission. This workshop will be developed into a template that can be reused by various groups/constituencies on campus.
 - d. Venessa Macro will take the lead in evaluating whether staff performance goals can be positioned not only in context with the strategic plan but with the University Mission.
 - e. Raylene Rospond will take the lead through Dean’s Council of developing a plan for incorporating mission into day-to-day communications from the academic units. This template could then be used by non-academic units,
 - f. Raylene Rospond will take the lead through Dean’s Council of investigating whether annual faculty activity reports can be placed in the context of furthering the mission.

These items have been entered on the Criterion 1 Evidence List. Follow-up will be provided at future meetings.

4. The committee discussed what questions, if any, the group would desire to be incorporated into future surveys of students, faculty and/or staff. The consensus was that Criterion 1 would like to ask questions that are tied to fulfillment of the mission explication. In addition, all surveys should be evaluated to determine if each of the questions can be tied back to the mission.
5. Action steps:

- a. Raylene Rospond will complete updating the Criterion 1 Evidence List and will distribute electronically to all members of the committee by the start of the Spring semester.
 - b. Raylene Rospond will meet with Sue Wright to discuss and develop draft questions for the Drake Student Survey that are tied to fulfillment of the mission explication. Draft questions will be circulated to the committee for comment and refinement. Goal: beginning of Spring semester
 - c. Workgroups will continue to meet and work on their Core Component summaries
 - d. Criterion 1 meetings for next semester will be distributed by Wednesday, December 20th. Dates for presentations from each workgroup will be distributed with the meeting schedule.
6. Meeting Adjourned at 2:00 p.m.