

**Accreditation Self-Study Steering Committee Notes
October 21, 2004 - 8:30 am – Old Main Conference Room**

Attending: Ronald Troyer, Chair; Sentwali Bakari, John Burney, Rod Henshaw, Lon Larson, Lou Ann Simpson, Sue Wright

1. Report on Mission Explication

- A. The Mission Explication has been rewritten for clarity and flow. David Maxwell is reviewing it.
- B. Current scheduling calls for the Explication to be sent to the Student Senate next week, and John Burney will attend the Student Senate meeting to discuss the document on November 4th. Discussions with the Faculty Senate and All-Staff Council are scheduled for November 17th.

2. HERI Survey

- A. "Drake Questions" for the HERI faculty survey were reviewed and discussed extensively.
- B. After final editing the questions will be inserted in the packets with the HERI survey and distributed on October 22nd.

3. Coordination of Criterion Committee work

→ Some discussion ensued concerning how to coordinate the work of the Criterion Committees. It was agreed that at the next meeting (November 4th) each committee chair will provide a report of decisions that have been made about focus of their work for the remainder of the year.

4. Next Steps:

- A. Once the Mission Explication is endorsed, we need to move forward to work with individual units to develop goals that can be assessed. We discussed what we might want each unit to do – e.g., develop mission statements, develop strategic plans.
- B. It was agreed that we will develop a one page guide for units that would indicate what needs to be developed, provide some guidance about how they might approach development of a plan, etc. The Steering Committee will work on this and have it ready to go to SAC this semester and out to others in January.

5. Criterion Committee Reports

- A. John Burney reported that his Committee is suggesting that we hold on development of the Drake Curriculum assessment until the departmental plans are done. This is to reduce the sense of overload.
- B. Criterion 3 committee also discussed the possibility of having a couple of "assessment days" in the middle of the semester next year. This could be a time to units to focus on assessment, administer various questionnaires, etc. John and Sue will try to get information about how other institutions are using such datys.

Scheduled Meetings

All meetings are 8:30-10:00 am. Meetings will be held in the Old Main Conference Room:

November 4
November 18

December 2