

**Accreditation Self-Study Steering Committee Notes
November 4, 2004 - 8:30 am – Old Main Conference Room**

Attending: Ronald Troyer, Chair; Sentwali Bakari, Jean Berger, John Burney, Rod Henshaw, Lon Larson, David Maxwell, Paul Morris, Lou Ann Simpson, Sue Wright

1. Mission Explication

- A. The revised Mission Explication was reviewed and discussed briefly.
- B. It has been forwarded to Drew Gulley for distribution to the Student Senate. John Burney will meet with the Student Senate for discussion.
- C. David Maxwell will forward the document to SAC for discussion at the November 9th meeting.
- D. Discussions with the Faculty Senate and All-Staff Council are scheduled for November 17th.
- E. Each group will be asked for resolutions of support or endorsement.

2. Criterion Committee Reports

- A. Committee 1 (Mission) –David Maxwell
 - Is starting to assemble mission-related documents.
 - Will examine the documents and initiate a discussion of the steps necessary to create an integrated set of documents.
 - Discussion already has suggested that the process could result in revisions to the Charter and to other documents.
- B. Committee 2 (Planning) – Rod Henshaw
 - Is discussing approaches to unit strategic planning, including issues such as timing, whether the process will be standardized, etc.
 - They are likely to suggest that training in how to do strategic planning should be provided for managers – probably in the spring.
 - Discussion that ensued
 - suggested that unit plans should be closely tied to the format and primary goals of the University plan
 - addressed the question of who should approve plans. Agreed that formal approval should reflect normal university channels. However, input will be needed from other groups to ensure cogency and consistency across plans. Options will be discussed with SAC.
- C. Committee 3 (Teaching and Learning) – John Burney
 - The Committee has created 3 subcommittees
 - 1) Identifying what assessment plans exist and all learning programs that need plans
 - 2) Developing expertise on outcomes and assessment so that models can be provided as units start to develop assessment plans. It is likely that we will develop University-wide workshops on assessment. They have discussed the need to develop an assessment office that will assist in design of studies and in management of data.
 - 3) Looking at explication and how to relate to the Drake Curriculum. This group is meeting with Criterion 4 members.
 - This year's focus will be primarily on the outcomes for individual programs and development of assessment for those. Assessment of the Drake Curriculum AOIs will be a focus next year.

D. Committee 4 (Discovery) – Lon Larson

- The Committee has been focusing on Component 4a. Lon passed out a copy of a table that they Committee has created identifying major indicators/data elements, and their sources.
 - He noted that they are developing a process for collecting data on various topics.
 - He noted that there already has been some noticeable improvement in some areas based on discussion and feedback from the committee.
- It was agreed that his table provides a good model and that other committees should work with a similar format when looking at evidence issues.

E. Committee 5 (Engagement) – Lou Ann Simpson

- They are working on using Black Board as a tool for communication.
- The Committee is breaking into smaller groups to address various tasks, including educating themselves about the Engagement and Service endeavors of the Drake community.
- They will be determining what activities are occurring that are consistent with Criterion 5 – what we have in place and what else we need to know.

3. Next Steps (resulting from this and earlier meetings):

- A. Mission Explication Endorsements – meetings are scheduled.
- B. All units must start to initiate examination of their own work in relation to the mission explication. A document needs to be developed to provide guidance to this process.
- C. We need to develop a plan to guide the Strategic Planning Process. Criterion 2 Committee will take the lead on this.
- D. Assessment Workshops need to be developed, perhaps starting in the Spring. Criterion 3 and Sue Wright will take the lead on this.
- E. 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.
- F. We need to figure out how to share a sense of what is happening with the Self Study with the campus community. A document will be developed for distribution that will include a timeline for accomplishment of various tasks. Brooke Benschoter and Lisa Lacher will be invited to the next meeting to discuss the topic.

4. Announcements/Discussion

- A. Grand View will have their HLC visit under the new Criteria in February 2005. Ron Taylor, Provost at Grand View, has offered to meet with us to discuss their experience and any advice they might give based on their visit. Sue will meet with the Grand View accreditation group after her HLC Training in December to share whatever might be useful to them.
- B. David Maxwell raised the issue of the Reauthorization Act, which was a topic of discussion by Steve Crow, Executive Director of the Higher Learning Commission at a meeting of Iowa Independent College presidents. The Reauthorization Act clearly will be an issue of concern as the US Congress reconvenes. We need to be watchful concerning measures that have been proposed as part of the reauthorization that could be extremely problematic for higher education.

Scheduled Meetings

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

November 18 and December 2