

Accreditation Self-Study Steering Committee Notes
February 2, 2006 - 8:30 am – Old Main Conference Room

Attending: Ronald Troyer, Chair; Sentwali Bakari, Klaus Bartschat, John Burney, Tom Delahunt, Lon Larson, Sue Wright, Tracey Kelley
Guest: Ronda Menke

- 1. Mission Explication Changes:** The Faculty Senate approved the proposed changes to the Mission Explication.
- 2. Strategic Plan Due Dates:** It was agreed that all units that do not yet have Strategic Plans on file should have them by Spring Break. Updates and revisions are to be completed by September 1 each year as specified in the "Guidelines for Updating and Revising Strategic Plans."
- 3. Communications Plan:**
 - A.** Ronda Menke discussed the newly instituted Editorial Briefings for the Drake student media. Briefings will be held every couple of weeks during which Self-Study and other issues will be presented to representatives of Drake media and to some JMC 54 classes. This provides an opportunity to get important issues before the students, but it also provides an opportunity for Drake administrators and staff, particularly Marketing and Communications, to provide professional experiences for our students.
 - B.** The first Briefing was held on January 31st, at which Sue Wright presented some of the Noel Levitz data.
 - C.** Criterion Committee chairs need to think about what issues would be good to get before the students.
- 4. Criterion Committee Updates:**
 - A.** Criterion 1: Two meetings have been scheduled and they have developed a document that will guide the process of identifying evidence.
 - B.** Criterion 2: The Faculty Senate will discuss the Planning Council proposal at the February meeting. Criterion 2 has started the process of identifying evidence.
 - C.** Criterion 3: The Committee will meet next week. Several subgroups are working actively. They also will be developing a subgroup on graduate assessment.
 - D.** Criterion 4: Lon distributed a data sheet that provides an initial summary of identified evidence. [See attached]
 - E.** Criterion 5: The Committee has had one meeting. Three workgroups have been formed, each of which has met once.
- 5. Self-Study Priorities:** A brainstorming about priorities for the year included the following:
 - A. Assessment Coordination:** Sentwali asked whether we need to coordinate administration of various surveys. Sue indicated that she has planned to appoint a survey advisory group and will do so soon.

B. Assessment Structure: We need to develop an Assessment Structure that will receive and process assessment documents. That should be in place by the end of the year.

C. Self-Study Timeline: Once we know the dates of the accreditation review, we must lay out a month-by-month timeline for the rest of the self-study.

D. Feedback Loop:

1. We must ensure that units are using information from assessment and evaluations to make program decisions. We must have evidence of this feedback loop.
2. We also must ensure that we can demonstrate the impact of assessment and evaluation on budgeting.

E. HLC Personnel: We need to invite Mary Breslin, our HLC Liaison person to visit in the fall.

F. Data access: As the new web system is set up, all self-study personnel will have access to data the Self-Study Web site. In the meantime data are available on Blackboard.

G. Report Format: We need to determine the format for the Self-Study Report. At this time, telling the story of Drake over the past 10 years, and incorporating the cross-cutting themes seems like the most likely format. The Criterion Components would then be appendices.

Scheduled Meetings: Following is a list of scheduled Self-Study Steering Committee Meetings for fall semester. Meetings may be canceled if there is no business for the committee.

Feb 16	8:30-10:00 am	Old Main 208
March 2	8:30-10:00 am	Old Main 208
March 16	8:30-10:00 am	Old Main 208
March 30	8:30-10:00 am	Old Main 208
April 13	8:30-10:00 am	Old Main 208
May 4	8:30-10:00 am	Old Main 208
May 18	8:30-10:00 am	Old Main 208