


Accreditation Self-Study Steering Committee Notes
February 10, 2004, 1:00 pm - Provost's Office

Attending: Ronald Troyer, Chair; Jean Berger, John Burney, John Edwards, David Maxwell, Paul Morris, Vicky Payseur, Sue Wright

The first meeting of the Steering Committee focused on identification of the initial tasks to be undertaken in relationship to the self-study process.

1. Ron Troyer discussed the charge to the committee, and the overall importance of the tasks the Committee is to undertake. Among the issues he noted were:
 - The Higher Learning Commission (HLC) Accreditation Review visit will occur in the spring of 2008.
 - Thus, we are initiating this self-study process 4 years in advance. We definitely are ahead of a normal schedule (they recommend starting 2 1/2 years ahead)
 - This gives us the opportunity put in place a highly affective self-study process that not only will assist us in achieving accreditation, but also will further other planning and development goals of the university.

2. Sue Wright introduced a discussion the priorities for the Steering Committee during Spring 2004:
 - A. **Setting University Goals:** HLC suggests that at the outset of the self-study the University Leadership Team should make clear any organizational goals or outcomes that they have for the process. Anticipated changes that are expected to be integrated into or result from the self-study should be identified as should the values that must be respected. Linkages between the self-study to on-going institutional planning must be made. [see
 After some discussion of what this might mean for Drake, Ron Troyer agreed to draft a statement for review by the Steering Committee.

 - B. **Structuring the Self-Study:** Four options for structuring the Self-Study Process were presented and briefly discussed. Three of the options will be the focus of further discussion. Those are structuring according to (1) Criteria for Accreditation, (2) Cross-Cutting Themes, and (3) The University Strategic Plan.

Among points made in the discussion were:
 - Organizing according to the Criteria would be easier since HLC has organized the Handbook according to these criteria.
 - Using the Criteria might also help bring a different focus to some of the issues with which we are dealing.

- The Criteria and Cross-cutting Themes both seem to provide a good fit with Drake's Strategic Plan.
- Organizing according to the Strategic Plan might provide a very positive integration with on-going planning. However, it is not yet clear how easily the various Criteria could be fit into the plan.

➡ Committee members will carefully read section 3 of the Handbook and be ready at the next meeting to discuss the three options for Structuring the Self-Study.

3. It was briefly noted that once we have determined Organizational Goals and the Structure that will be used for the Self-Study, the Steering Committee will then address the issue of issues of additional Committees and of the appropriate on-going role for the Steering Committee.

The next meeting of the Steering Committee will be Thursday, February 19 at 8:30 am in the Provost's Office.