



**Accreditation Self-Study Steering Committee Notes**  
**March 18, 2004 - 8:30 am - Kinne Center**

**Attending:** Ronald Troyer, Chair; Sentwali Bakari, Jean Berger, John Burney, John Edwards, David Maxwell, Paul Morris, Sue Wright

1. **BlackBoard training:** We started the meeting in the Kinne Center Classroom. Peggy Steinbronn provided a brief introduction to using BlackBoard. She demonstrated accessing the documents and the use of some of the discussion board options. We will be using the site to post documents related to the self-study process and to host committee discussions, etc. The BlackBoard URL (in case you want to bookmark it) is <http://bb2.drake.edu/>
2. We moved to the Kinne Center Conference Room for the remainder of the meeting.
3. **Study Goals:** We had a brief discussion of the study goals. Several suggestions for change were made including adding "according to its mission" to the general goal and emphasizing the role off service to the community and other constituencies.  
 Sue will revise the document to reflect various points that have been discussed.
4. **Distinctive Organization:** After discussion of several options and consideration of what this theme is about, it was decided that this theme will be renamed "The Responsive Organization."  

5. **Committees and Process:** The remainder of the meeting focused on the process from here. Sue handed out a couple of documents that illustrate the complexity of the cross-cutting between the themes and the criteria.

Among the points discussed were:

**A. Report Plan:**

1. We affirmed that the final report will be a relatively brief (30-40 pages) discussion organized according to the four themes. This will focus the team on the ways in which Drake will have used the self-study process to move forward in our own planning and development.
2. The final report will reference various kinds of "evidence" to support the assertions.
3. The evidence related to the components will be available either in an appendix, in files, and in on-line documents (or some combination or all of the above- to be determined later).

**B. Committees:**

1. We discussed further the ways in which the committees might be set up and the order in which various tasks are to be addressed.

A sense emerged that the Theme Committees need to be appointed this spring. They will then be involved with the Administrative Retreat.

There also will be a need for additional group(s) - currently referenced as resource groups - that will be responsible for a range of activities related to the self-study, ; e.g., assessment training and coordination, collecting data and other documents to provide evidence in various areas.

2. We deferred the actual appointment of committee chairs and members until the next meeting. This will allow development of a clearer sense of the expertise needed on each of these committees.



Sue will work on a document that better defines these issues.

**Next Meeting:** The next meeting is April 1, 8:30 am in the Provost's Office.