

Accreditation Self-Study Steering Committee Notes
March 4, 2004 - 8:30 am - Provost's Office

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

1. **Self-study goals:** The second draft of the self-study goals was distributed and briefly discussed. **Everyone agreed to read the document and to send any suggestions** (additional ideas to be included, items that are included that should not be, changes in language, etc) **to Sue via email.**
→ The goals will be edited and eventually will be a part of the Self-Study Prospectus.

2. **Structuring the Self-Study Process:** A document was distributed that identified some of the intersections between the HLC Accreditation Criteria and Cross-Cutting Themes.
 - A. After some discussion it was agreed that the Drake University Self-Study will be organized according to the Cross-Cutting themes.
 - The Themes can lead to a really meaningful examination of the University
 - We can add themes if we think appropriate.

 - B. The last theme "Distinctive Organization" was discussed extensively.
 1. It was agreed that this Theme should be renamed.

 2. Factors that make Drake distinctive were considered - and the following were suggested:
 - Character
 - ANAC basics of Professional and Liberal Education
 - Reflective Practitioner and Engaged Citizen
 - Open communication and support

- We all will consider possibilities for renaming this Theme, and other factors to consider in relation to our distinctiveness. This is to be done via email.

3. **Subcommittees and task groups needed to carry out study:** A document with some initial ideas for the committee structure was distributed. Of greatest importance through the discussion was the idea that these must be effective committees, that will sustain through the approximately four-year self-study process. We will need to ensure that people know that

these are important (prestigious?) appointments that must be a high priority for those who agree to participate.

A. Initial topics for consideration were:

- The committees that will be needed/appropriate
- Bases for selecting chair and members for each committee

B. Tentative decisions were made that:

- There will be a Self-study Committee for each theme
- Each Committee will later appoint task groups (or subcommittees)
- Two steering committee members will serve on each committee (presuming we hold at 4 themes) **[Steering Committee Members are to send Sue a message indicating the Themes that are of most interest to them, and indicating nominees/volunteers to chair]**
- A steering-committee member will chair each committee
- We need to consult with various groups on campus to determine how to derive a list of potential members for the theme committees. **As a starting point, Steering Committee members will develop lists of potential members.**
- We should try to identify who is most interested in the committees. Once we finalize the committee names, Ron should solicit interest in being members of these committees

C. Other membership guidelines that were discussed were:

- The ideal size for the committees is 7 members
- There should be an effort to include on each committee - an IPRC member, a student, a staff member, a faculty member and a SAC member.

D. It also was agreed that:

- We will Organize the committees before the end of the academic year
- Ron will discuss with the President the possibility of organizing the Administrative Retreat around the Self-Study Themes and invite all Theme Committee members to the retreat. This will be a chance to really focus and get the Committees started on their tasks in a coordinated context. Reading materials would be distributed.
- We need to consider setting up a Resource Group that can be used by all of the Committees for data. This will reduce duplication of work and ensure that the same information is being used by all.
- The need for a resource room in which information would be available was discussed.

4. **Technology Issues:** A number of technology related issues have been spread throughout this and earlier meetings. A summary of discussion and issues includes:
 - A. Sue has set up a Blackboard site for the Steering-Committee. This will provide a place for posting documents related to S-C work, and a means for having discussions between meetings. Paul Morris will do a training session [this will be in the Kinne Center Computer Lab at the start of the March 18th meeting. Paul also agreed to do some of the work to modify the site to better suit a Committee.
 - B. The need for a website on which to post various kinds of information about the self-study was discussed. Sue will arrange for the site. Additional Blackboard sites might be set up for the various Theme Committees.

Next Meeting: The next meeting:

March 18, 8:30 am in Kinne Center Computer Lab
Paul will present the basics necessary to using Blackboard

The Kinne Center Conference Room [next to the lab]
is reserved for the remainder of the meeting