

**Accreditation Self-Study Steering Committee Notes**  
**April 1, 2004 - 8:30 am - Provost's Office**

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

The meeting focused on discussion of information and understandings Ron Troyer, John Burney and Sue Wright gathered while attending the Higher Learning Commission meetings in Chicago and on how to use the Summer Retreat to kick off the Self-Study.

**HLC Summary:** Presentations and discussion at the HLC meetings led to the conclusion that we need to rethink the way we have planned to structure the self-study process. It is clear that we have significant latitude to rework themes to fit Drake and that we must address actual accreditation through providing evidence related to every one of the Criteria and the Core Components.

More specifically the discussion covered the following issues:

1. We must start with and be consistent with our Mission Documents as we move through the self-study.
2. The base process in accreditation no longer is assertion. We must offer evidence.
3. We must make the Self-Study a powerful tool for self-understanding and growth. It must be designed around a vision for the university and faculty in future years.
4. Planning must be a focus. We must put "Drake of the Future" at the center. We can set some really long-term goals, but must also develop and work consistently with a more specific 5-year plan. The 5-year plan needs to be revised each year.
5. As we consider ways to engage the campus in discussion, we may have from two to several topics out there. Faculty and staff can sign onto which ever of those are of interest. Topics might be quite specific, such as:
  - The Campus Master Plan
  - Integrity issues - such as academic dishonesty
  - Alcohol abuse
  - The Senior experience

Or they might be broader topics, such as:

- How to create and sustain a learning centered institution
- Planning for Drake of the future
- The Reflective Practitioner and Engaged Citizen

6. Goals of the Self-Study need to be recast - perhaps as just two goals
  - Re-accreditation
  - Ensure that Drake is functioning as an effective, high performing organization.

We must ensure that we are paying attention to issues that will address that larger goal.

**Discussion of the summer retreat:** We discussed several issues related to how to plan the summer retreat to be an effective kick off for the self-study process:

1. The title needs to be changed from Administrative Retreat. The event includes faculty, and a more inclusive name would be helpful.
2. We should consider having a different focus for retreats each of the next four summers... each one will set the focus for the year's discussions.

The topic of the summer 2004 retreat should be something like "Preparing for the Future: Drake as a Mission Driven Institution."

3. Ron might start the retreat role-playing as an outside accreditor. He would comment on some of the areas that a person visiting Drake on an accreditation visit might find most problematic.
4. We definitely need to prepare resource packet for the retreat and distribute it in advance. Items suggested for the packet include:
  - Mission and Vision Statements
  - University Core Values Statement
  - Strategic Plan (short version with just major goals and objectives)
  - Chapter 3 from the HLC Handbook (The 5-criteria and Themes)
  - The Liberal and Professional Studies report
5. We must determine what outcomes we have in mind for the summer retreat and whom to invite.

**Next Meeting:** Thursday April 8<sup>th</sup> **at 8:00 am** in the Provost's office

A meeting also has been scheduled for April 29<sup>th</sup> at 8:30 in the Provost's office.