

**Accreditation Self-Study Steering Committee Notes
June 24, 2004, 2004 - 8:30 am – Provost's Office**

Attending: Ronald Troyer, Chair; Sentwali Bakari, Jean Berger, John Burney, Rod Henshaw, Lou Ann Simpson, David Maxwell, Paul Morris, Sue Wright

1. Committee Appointments
General Guidelines – We briefly discussed whether any general guidelines for the committees were needed. It was decided that the committee memberships should be examined individually. There will be some effort to achieve a balance across all committees.
2. Committee Nominations
 - A. The committee lists submitted by the chairs were discussed extensively. Some modifications were made, and tentative lists were developed.
 - ➔ B. Each chair is to further examine the list of possible members and submit a final set of suggestions to Sue Wright by July 1. A list will then be sent to Steering Committee members for review at the July 8th meeting. (See attached)
 - C. Chairs will then invite members to join the committees.
3. Several issues emerged as committee nominations were discussed:
 - A. Sue will construct a one-page summary of the accreditation process for dissemination to individuals being asked to serve on committees.
 - B. Packets will be prepared for committee members – will include Chapter 3 from Accreditation Handbook
 - C. We briefly discussed holding a half-day retreat for all committee members in the fall
 - D. We need someone to assist with the Accreditation Website
 - E. After the Criterion Committees are finalized, we will discuss further how best to coordinate the assessment procedures.
4. We briefly discussed how to handle expenses related to the self-study. It was agreed that expenses should be charged to the Accreditation line. While it is likely that more expense will be incurred than is budgeted, it is important that we track actual cost of the process.
5. Ron discussed progress on the explication/elaboration of the Mission Statement. He and John Burney have done some work. It will be reviewed by David Maxwell, and will be disseminated to the S-SSC when complete.
6. All reports from the retreat have been submitted. They are being formatted and will be distributed.

Next Meeting: Wednesday, July 8, 2004, 8:30 TO 10:00, Provost's Office