

**Accreditation Self-Study Steering Committee Notes  
July 28, 2004 - 8:30 am – Old Main Conference Room**

**Attending:** Lon Larson, David Maxwell, Paul Morris, Vicky Payseur, Lou Ann Simpson, Sue Wright

**1. Committee Appointments**

Progress on securing agreement to serve on the committees was reviewed.

**2. Website**

- A. Sue reported that a website has been set up for the self-study process. The URL is [http://www.drake.edu/self\\_study](http://www.drake.edu/self_study)
  
- B. Various issues related to the website were discussed. General agreement was arrived at in relation to the following:
  - The website will be public –available for university and other constituencies to monitor self-study work
  - Minutes of various committee meetings will be posted, but will be “skeletal,” not reflecting any sensitive discussion. Blackboard will be used for works in progress that might not be ready for public view.
  - We will work with Brooke to determine appropriate links. But generally it was thought that links should be available from the faculty/staff and current student routes.
  - We will look at other links as we progress.
  
- C. Paul Morris offered to have his staff work on a template for the website. To be immediately included on the website are the following:
  - All Mission documents
  - Self-study structure, process, committees
  - Chapter 3 of the handbook

**3. Taking the conversation to the campus**

- A. Only one SAC member responded to the request for feedback about how to approach taking the conversation to campus.
- B. We generally agreed that the September 14 Convocation should be used convey the importance of the self-study process as a “Major Campus Initiative” and present the process to the campus. After that various forums will be held.
- C. This needs to be discussed during the next couple of weeks.

**Scheduled Meetings**

**All meetings are 8:30-10:00 am.** Meetings will be held in the Old Main Conference Room:

August 26  
September 9  
September 23  
October 7  
October 21  
November 4  
November 18  
December 2