

Accreditation Self-Study Steering Committee

Minutes

January 18, 2007 – 8:30 am
Old Main Conference Room

Present: Sentwali Bakari, Klaus Bartschat, Jean Berger, Tom Delahunt, Lisa Lacher, David Maxwell, Paul Morris, Jim Romig, Ron Troyer, Sue Wright

1. **Third-Party Comment Process:** Materials were distributed explaining the timeline and procedures for soliciting Third-Party Comments for the accreditation process. Marketing and Communications will work with Sue Wright to identify appropriate places for placement of the notices and to formulate the message.
2. **Student Complaint Process:** A copy of a proposed Student Complaint Process (mandated by the Federal Government) was distributed. CAAD currently is reviewing the proposal and discussing means of implementation.
 - CAAD will be discussing the proposal on Monday [since meeting it was determined that CAAD actually has almost complete
 - The proposal will be discussed by Deans Council on Wednesday, January 24 and will come back to the Steering Committee on February 1.
3. **Drake Student Survey:** Work on the Drake Student Survey is under way. Items related to knowledge and understanding of the mission statement have been added. Also included are some items related to facilities to be included in the new west-of-campus development. A draft will come to the February 1 Steering Committee meeting.
4. **Draft Statements:** It was agreed that Criterion 2 will have some draft sections prepared for the February 1st Steering Committee. These will provide a basis for the group to discuss how the Criterion chapters should be approached.
5. The February 25th meeting is canceled.

Remaining meetings for Spring 2007 are as follow:

February 1, 8, 15, 22

March 1, 8, 15, 29

April 5, 12, 19

May 3, 10, 17

All meetings will be 8:30-10:00 am in Old Main 208