

Accreditation Self-Study Steering Committee

Minutes

February 8, 2007 – 8:30 am
Old Main Conference Room

Present: Klaus Bartschat, John Burney, Lisa Lacher, David Maxwell, Paul Morris, Jim Romig, Raylene Rospond, Ron Troyer, Sue Wright
Guest: Brooke Benschoter

The focus of the meeting was looking at general principles for developing the Criterion chapters for the Self-Study Report.

1. Sample materials from Criterion 4 were distributed (assertions and some draft materials). Jim Romig discussed the approach that was being taken by his Component Subcommittees.
2. Sue distributed a mock-up of an introduction for Criterion 2 to illustrate thoughts about how links to various documents will be built into the report.
3. Discussion ensued about how the Committees should proceed in preparation of materials. The following principles were agreed to (items in italics are direct quotes from a document that Jim Romig prepared for Criterion 4 Committee):
 - A. The committees should focus on content and substance, not on format.
 - B. Committees should develop drafts that include introduction to the Criterion and a draft of text for each component.
 - These need not be “polished.” *Content and guidance are more important than form and style.*
 - *Different narrative component sections (and different Criterion Committee reports) will necessarily involve repetition, contradiction, and cross-referencing.*
 - C. For each Component
 - “Assertions” should be made: This means there should a list or a paragraph about what Drake can say/assert about what we have accomplished, or where we need to improve.
 - The assertions must directly address the component.
 - Some narrative explaining the basis for the assertion should be provided.
 - For each assertion evidence must be cited.
 - Identify the piece of evidence
 - Examine the evidence carefully and provide some narrative about why/how the evidence supports the assertion (and component)
 - Provide a copy of the evidence, or place to obtain the evidence. If evidence is not obtainable, contact Sue Wright to try to find the evidence.

Remaining meetings for Spring 2007 are as follow:

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