

## Accreditation Self-Study Steering Committee

Minutes

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

Present: Sentwali Bakari, John Burney, Tom Delahunt, Lisa Lacher, David Maxwell, Paul Morris, Raylene Rospond, Ron Troyer, Sue Wright  
Guest: Brooke Benschoter

1. **Mission Awareness Plan:** Brooke Benschoter presented a Mission Awareness Plan.
  - A. The discussion focused on the comprehensive nature of the plan and of the ways to get the “word out.”
  - B. Other suggestions included:
    1. Use explication to focus stories about how the mission is implemented.
    2. Rotate parts of the mission in public places (e.g.) computer lab.
    3. Need to convey to prospective students what the mission means in terms obligations for Drake.
    4. Start to more explicitly link AOIs and program goals to the mission.
  - C. All of this must lead to a clear message about how we are living our mission.

## 2. Lesson’s from Sue’s Accreditation Experience

Sue shared some ideas gained from having been part of a Consultant-Evaluator Team for accreditation earlier in the week. Her comments focused on campus involvement as well as logistics issues. Following are areas of comments (plus some additional notes for record). We will want a “logistics” committee to finalize all of these arrangements.

- A. The campus faculty and staff all were “on message.” They were aware of the efforts that had gone into preparing for the visit and were prepared to interact with the team.
  1. During recent weeks the committee members met with classes and various other committees and departments.
  2. They held an open forum for each criterion to get input and feedback on what had been included in the report.
- B. It is important to find a space that is central to campus, that provides:
  1. Space: including sufficient room for resources and for members of the team to work independently with materials in the resource room
  2. A place nearby to locate an individual who will be available to assist the team with any needs.
  3. Meeting rooms nearby so that the team is not being ushered across campus for every meeting.
  4. Wireless connections (or sufficient direct connections) to allow several computers to be on line at once.
  5. Items to make available in room
    - Hard copies of documents
    - A laptop computer for each person to use
    - Basic array of office supplies (pads, stick-it notes, pencils, pens, stapler, scissors, etc.

- Printer
  - Copier [in room or near by]
  - Food and drink [fruit, candy, other snacks, water, soft drinks]
- C. A meeting room also should be provided at the hotel for evening work
1. Space should have a table large enough for members to spread out
  2. Items to provide in the room
    - Printer
    - Computer access [wireless or hardwire]
    - Small copier
- D. Resources need to be comprehensive and well organized making it as easy as possible for team members to find what they want.
- E. Personnel: An administrative assistant should be available at all times, as should a member of the self-study committees who can escort team members wherever they may want to go on campus.
- F. Sue will construct a list of additional ideas from notes and share them with the committee.
3. **Involving the Campus:** A little time was spent discussing ways to involve and obtain input from the campus about the self-study report. The possibilities of open fora, town-hall meetings, and each Criterion Committee taking their draft to appropriate groups were discussed. It was agreed that one necessary step would be to take each criterion report to the most relevant units.

Remaining meetings for Spring 2007 are as follow:

March 29

April 5, 12, 19

May 3, 10, 17

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