

Accreditation Self-Study Steering Committee Notes
September 29, 2005 - 8:30 am – Old Main Conference Room

Attending: Ronald Troyer, Chair; Sentwali Bakari, Jean Berger, John Burney, Tom Delahunt, Lou Ann Simpson, Paul Morris, Vicky Payseur, Sue Wright

Guest: Joe Lenz

1. **Mission and Strategic Planning Analysis:** Joe Lenz reported on the work that he and Nora Wendl did this summer as Self-Study Fellows.
 - A. Their project was to review and analyze mission statements and strategic plans of all university units. The focus was on determining whether there were any points of conflict between these plans and the University strategic plan, to identify the points of convergence between unit plans and the University plan, and to identify need for update etc.
 - B. Joe handed out several documents indicating the time covered by each strategic plan, and with what points of the University plan each converges.
 - C. Guidelines for updating strategic plans will be forthcoming from Criterion 2 Committee.
2. **Communications Plan:** Discussion of the proposal for a communications plan focused on the fact that the plan is too focused on accreditation. The communication process must reflect the commitment to making the self-study integral to the overall university functioning. It was agreed however, that we do need more communication about the self-study process.

Several options were discussed including the following:

- We do need someone to coordinate communication. We might add a communication coordinator. This might be a faculty member, or could be someone from marketing.
 - Ron and Sue will talk with Brooke about the proposal and alternative ways of meeting the need for more communication and will report back to the Steering Committee.
3. **Non-curricular and Co-curricular units:** Sue provided an update on meetings with units non-curricular and co-curricular units. They are working on updating plans. The Criterion 2 Guidelines for strategic planning should be helpful to these units.
 4. **Higher Learning Commission Institute:** The Higher Learning Commission has developed a proposal for an Institute on Assessment of Student Learning. [See attached] They are requesting feedback on the proposal. After initial review, Ron and Sue feel that we should participate in this institute. While the cost is high, the benefits should be significant.

Scheduled Meetings: Following is a list of scheduled Self-Study Steering Committee Meetings for fall semester. Meetings may be canceled if there is no business for the committee.

Oct 13	8:30-10:00 am	Old Main 208
Oct 27	8:30-10:00 am	Old Main 208
Nov 10	8:30-10:00 am	Old Main 208
Nov 17	8:30-10:00 am	Old Main 208
Dec 8	8:30-10:00 am	Old Main 208
Dec 15	8:30-10:00 am	Old Main 208