

Self-Study Steering Committee Minutes
October 5, 2006
Old Main 208

Present: Sentwali Bakari, Klaus Bartshcat, Jean Berger, John Burney, Tom Delahunt, Rhea Ann Frost, Lisa Lacher, Paul Morris, Jim Romig, Raylene Rospond, Ron Troyer Sue Wright

1. **HLC Liaison Visit:** There was a brief discussion of Mary Breslin's visit to Drake. Committee members agreed that a most positive aspect of the visit was an opportunity to establish a working relationship with Mary.
2. **HLC Visit Request Form:** HLC has sent a on which one question is whether we wish to request any special expertise on our Peer Review team. The Committee agreed that we will request no special expertise.
3. **Committee Membership:** Sue distributed a list of current committee membership. Three people who have asked to participate have not been placed. The following
4. **HLC Peer Evaluator Instructions:** It is important that the Criterion Committees be aware of instructions being provided to those who will be on the Peer Evaluation team that will visit Drake.
 - A. Sue reviewed some of the most vital parts of the HLC "Guidelines for Writing the Team Report: Comprehensive Visit" and the "Template for Team Report for Comprehensive Visit." These are documents that guide the Consultant-Evaluator, Peer Reviewers in relation to comprehensive review of institutions. Emphasis during discussion was on two parts of the "Assurance" section of the report. Those are "Commitment to Peer Review" and "Fulfillment of the Criteria." [PowerPoint attached]
 - B. Sue reviewed some of "Commission Observations" about the Criteria that were presented at an "Advanced Track of the Corps" program as training for Peer Evaluators. Based on observations from some of the early visits, the HLC has drawn up some observations about the criteria. These emphasis important ways to think about the criteria beyond simple statements of evidence. [PowerPoint attached]
5. **Evidence:** Almost all of the evidence submitted by the Deans has been organized on Blackboard. Each committee should be finalizing the evidence that they think is most appropriate for each component.
6. **Next Steps**
 - A. In the next couple of weeks there will be a meeting to discuss the format of the report. This will include agreeing to a basic structure and organization for the Criterion Chapters and initial discussion of themes to emphasize.
 - B. Within the month, we will establish a set of basic themes that are to be emphasized as we draw together evidence.