

Accreditation Self-Study Steering Committee Notes
April 13, 2006 - 9:00 am – Old Main Conference Room

Attending: Ronald Troyer, Chair; Sentwali Bakari, Klaus Bartschat, John Burney, Tom Delahunt, Lon Larson, David Maxwell, Paul Morris, Raylene Rospond, Sue Wright

1. **Federal Compliance Issues:** Sue discussed three Federal Compliance issues must be addressed during the Self-Study
 - A. **Student Complaint Process:** The Federal Government requires that we track formal student complaints in a manner that allows us to monitor our responsiveness, and most importantly, to identify areas of repeated concern that need to be addressed (see attached). The Deans Council has asked CAAD to organize development of a procedure for coordinating our currently dispersed tracking of complaints.
 - B. **Title IV Compliance:** We will be required to report on several Title IV Compliance issues. Susan Ladd will be able to provide most of the information needed for this report. Hans Hanson will be asked to provide crime report information. (attached)
 - C. **Third-Party Comment:** Each institution must solicit comments about their request for reaccreditation from all relevant constituencies. (attached) The time-line for this request has been added to the Self-Study Time Line.
 - President Maxwell will include information on the Self-Study in an upcoming issue of *Blue*.
2. **Report Format:** Ron distributed and discussed a draft outline for the Self-Study report. Considerable time was spent discussing issues related to creating an effective on-line and hard copy report
3. **Liaison:** It was agreed that Mary Breslin should be asked to come to campus in the Fall. Sue will get in contact with her.
4. **Self-Study Timeline:** The Timeline has been updated, and will be updated on a regular basis as more detail can be planned. The current timeline is attached. Timelines updates will be on Blackboard.
5. **Academy on Assessment of Student Learning:** Ron and Sue discussed the new Academy being developed by HLC. We will be making application to be part of the academy. It will provide training, opportunity for collaboration, and a way to sustain efforts related to assessment. [attached]
6. **Evidence Requests for Deans:**
 - A. The Part I request has been given to the Deans with a due date in late April.
 - B. Part II request has been worked on to ensure systematic language. Raylene and John will review then that request will go out.
 - C. The Part III request will be refined and sent to the Deans.

7. **Blackboard Site:** The Blackboard Site has been restructured and updated. Evidence will be deposited on the site as it comes in. Sue will send a message to all Self-Study committee members about the site. She also will solicit information about need for Blackboard training.

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

May 4	9:00-10:00 am	Old Main 208
May 18	9:00-10:00 am	Old Main 208