

Accreditation Self-Study Steering Committee Notes
July 8, 2004 - 8:30 am – Provost's Office

Attending: Ronald Troyer, Chair; Sentwali Bakari, Jean Berger, John Burney, Rod Henshaw, Lon Larson, Paul Morris, Lou Ann Simpson, Sue Wright

1. Committee Appointments

- A. After brief discussion of whether committee size should be of concern, it was decided:
 - 1. Each char should decide what constitutes a workable size committee.
 - 2. We should maintain a sense of flexibility.
 - 3. Members will leave for various reasons.
 - 4. The needs of the committees will change.
 - 5. Chairs must feel free to suggest changes at any point.

 - B. Committee memberships were approved as distributed with the following adjustments:
 - 1. David Walker will be asked to serve on the Criterion Two committee
 - 2. Laurie Dore will be asked to serve on the Criterion Four committee
 - 3. In the fall, students will be added to each of the committees. Drew Gulley will be asked to identify undergraduate students and we will work with the School of Education and College of Business and Public Administration to identify graduate student members.

 - C. Chairs will invite persons identified to serve as members of their committees

 - D. Sue will construct a one-page summary of the accreditation process for dissemination to individuals being asked to serve on committees.
2. **Mission Explication:** There as an extensive discussion of the Mission Explication draft developed by Ron Troyer, John Burney and David Maxwell.
- A. Ron will send the document to all Retreat 2004 attendees for feedback, requesting comments by August 15th.
 - B. In the fall, the document will be taken to various groups on campus for discussion including the Faculty Senate and the Board.
3. **Mission Statement Goals and Assessment:** There was a brief discussion of how we assess the goals state in the mission. This will be an evolving process that will involve developing outcome statements at all program levels and measuring those, as well as developing more direct indicators of mission accomplishment.
4. **Assessment:** We agreed that appointment of an assessment group will wait until fall. Some work will be done to help groups start to think about developing goals and measurable indicators. But it will be easier to determine what is needed re assessment after the Committees are fully operating.
5. **Next Steps:** We then had an extensive discussion of the next steps in terms of taking the conversation to the campus and communication.
- A. It was agreed that we need to have several sessions with people on campus this fall.
 - 1. Ideally, these sessions should involve people from various units and should be interactive.
 - 2. The format will include a brief version of Ron Troyer's WAC presentation and of John Burney's Mission operationalization presentation and exercise.
 - B. The difficulty inherent in trying to get faculty to attend such events was discussed. Suggestions for various incentives, and the possibility of issuing specific invitations were dis cussed.

C. Ron will ask at the next SAC meeting about the best format and how to get people involved.

6. **Fall Meetings:** It was agreed that we will continue meeting every other week on Thursday mornings. Scheduled meetings are as follow. **Note that a previously scheduled August 12 meeting is canceled.**

All meetings are 8:30-10:00 am. Meetings will be held in the Old Main Conference Room once it is furnished (perhaps by the next meeting) but in the Provost's Office until then:

July 29
August 26
September 9
September 23
October 7
October 21
November 4
November 18
December 2