

**Accreditation Self-Study Steering Committee Notes
September 9, 2004 - 8:30 am – Old Main Conference Room**

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

1. Orientation Luncheon

The plans for the presentation at the luncheon were discussed. Since the audience will be a mix of those who are familiar with the self-study and those who are not, the presentation will provide a little refresher but will focus on new issues. Several suggestions were made for discussion of the mission explication and for information that should be included in the general presentation.

A. The approach to discussing the mission explication with various constituencies was further discussed. Extensive discussion focused on what questions need to be asked. It was agreed that the audiences must be focused on the mission statement and not permitted to move to discussions that go beyond the current mission statement. It was agreed that the discussion should focus on what connections individuals see between their own area of work and the mission and their own job responsibilities and the mission.

B. At the luncheon, tables will be asked to report one or two points of discussion only.

2. Convocation

President Maxwell discussed his plans for presentation of information about the self-study at the Fall Convocation. His request for input elicited a number of responses. Items mentioned included the need to emphasize (at the convocation and in future presentations, we all need to emphasize) that:

A. This is not program review; we are building on a solid base of planning, budgeting, and program development.

B. This is not really about accreditation; it is about how we reach a range of other institutional goals.

C. We want to reach a point where we always are ready for accreditation review

D. Self-study is a scholarly process.

It was suggested that the Convocation remarks should be sent out to the campus.

3. Committee Reports

John Burney reported on the first meeting of the Criterion 3 Committee.

4. Forums

A. It was announced that the first campus forum for discussion of the mission will be on Friday, September 17th at 3:00 pm in Parents Hall North. A second forum will be scheduled.

- B. It was agreed that the Provost will send information about the mission explication in Monday Morning's announcements. He will attach a copy of the full document as well.
- C. Points raised and garnered from the Committee Orientation luncheon will be pulled together and used for preparation for the September 17th forum. It will include some points that people should think about as they read the mission explication and prepare for the forum discussion.
- D. It was suggested that a sheet be provided that asks attendees to indicate their major question or concern about the self-study process. These will be filled out at the beginning of the forum and collected. The points can then be used for some discussion during the forum and after.
- E. It was agreed that we should develop three or four bullet points that will guide us in all of the discussions of the Mission Statement. This must be consistent in our message.

5. Meetings about the mission with official bodies

The Mission Explication will be presented to the Faculty Senate and the All-Staff Council at their October 20th meetings. Arrangements will be made to present it to the Student Senate in October. John Burney agreed to attend a Student Senate meeting to make the presentation. The explication also will be presented to the Drake University Board of Trustees.

Scheduled Meetings

All meetings are 8:30-10:00 am. Meetings will be held in the Old Main Conference Room:

September 23
October 7
October 21
November 4
November 18
December 2