SELF-STUDY STEERING COMMITTEE
Meeting minutes
April 22, 2008     A121

Attendees:  Kris Young, Mike Henry, Rita Myles, Linda Moore, Amy Penne (co-chair),
Paul Sarantakos, Tod Treat, Kim Mills, Bernard Caillouet, Kevin Hastings, Terry
Adcock, Dave Leake (co-chair)

Absent:  Sheri Langendorf, Lin Warfel, Lori Sprague

- The purpose of the meeting was two-fold . . . 1) conduct a general debriefing after
  our criterion chairs have returned from the Higher Learning Commission
  conference in Chicago and 2) set a retreat date for the summer to iron out the self-
  study process.

- The floor was opened by Amy Penne for discussion of lessons learned from the
  HLC conference.  Comments included:
  - Get the IT people involved in the process by having a central self-study
    web site and also using Angel to share documents and connect with
    faculty/staff.
  - Create a “Information Resource Team” to assist in data management.
    What data do we already possess?  What needs to be collected?  This
    sixth team should have a well-defined role in the process.
  - The entire initiative should have a theme and/or logo that people can
    identify with.
  - Process . . . . Criteria committees bullet information and hand to a writing
    team OR chapter committees write the chapters and hand to an editing
    committee?  Or possible a combination with the criteria committees
    writing a narrative but with bulleted evidence/data.
  - Get as many people involved (including students) in the process as
    possible but be sure each group has clearly defined roles and deadlines.
    Some colleges produced brochures or bookmarks including the college’s
    mission statement.
  - Amy attended a workshop on peer review; “what does the site visit team
    want to know?”
  - Be sure to look at imperfections!  What are our challenges as a college?
    No one is perfect.  The emphasis should be on evaluation over describing
    what we do.
  - We should investigate bringing in an outside evaluator, possibly someone
    from NCHEMS, to look at a rough draft of the study when it is available.
  - We need to budget funds for this process for the next 3-4 years.  Kris will
    look into an account line.
  - Amy and Dave should share information at other venues such as The
    Center and individual department meetings.
• Discussion regarding the proposed “Information Resource Team:”
  - Should be assembled very soon and include reps from OIRE, library, financial aid, Business Office, and Campus Technologies.
  - Key is communication! Use Angel to share info.
  - Chapter committees need to examine “what do we want to know?”. What data is needed?
  - Should the role of the team be to catalog answers or to find answers? This will affect who is on the team.
  - A standardized form is needed for data requests, including who is asking. There may be different chapters who need the same or similar data.

• The date of the summer retreat was set for July 9 from noon to 3pm in the Center for Excellence in Teaching & Learning. Amy and Dave will email out the agenda in advance in addition to distributing the “Handbook for Accreditation” in digital format to the criterion chairs.