

To: Self Study Team Members
From: Dr. Linda Duttlinger, Chair of the Self Study Team
Date: May 12, 2008

Topic: Minutes for the Self Study Team Meeting on **May 9, 2008**

- Agenda for the meeting is attached.
- Statement of Affiliation Handout is available in hard copy – let me know if you want a copy.
- Questions for the Change of Status chapter is attached.
- Worksheet for Challenges and Examples of Evidence is available in hard copy. (Let me know if you want a copy.)
- Top Ten Unknown Examples of Evidence is attached.

We also set the date for the next meeting to be on Wednesday, June 18 at 2:00. I will be in contact with you about the room.

Meeting Summary:

- * Dean Rex Morrow was introduced as the Co-Chair of the Self Study Team
- * Each handout was explained as listed in the agenda
- * The committee will meet in June but not in July or August. We will meet for the first time in the fall semester sometime in September.
- * The meeting ended around 1:50.

Thank you for your continued interest in the work of this important group. If you have any questions or concerns about the attached documents or anything else about accreditation, please let me know.

Thanks!

PURDUE NORTH CENTRAL

SELF STUDY TEAM

MAY 9, 2008

TECH 109

1:00

AGENDA

Please sign in for attendance.

1. Statement of Affiliation Status (handout)
2. Questions for Change of Status (handout)
3. Report from the Annual HLC Meeting
 - A. Issues connected with New Sites
 - B. Issues connected with On-Line Degree offerings
 - C. Issues with Change of Degree Levels
4. Worksheet example for Challenges, Examples of Evidence etc. (handout)
Refer to the "Report of a Visit April 2001" handout from
March meeting.
Refer to the yellow, Criteria for Accreditation handout from
March meeting.
5. Top Ten Unknowns (handout)
6. Set date for June meeting
7. Questions? Concerns?

Thanks for coming!

HLC questions to be answered when submitting a change request (Handbook Chap 7.2)

1. *What change is being proposed?*
 - State the specific change that is proposed.
 - State the expected outcomes of this proposed change (enrollment growth, enhanced services, financial growth)
 - Project the impact of this proposed change on the organization's current mission, the numbers and types of students to be served, and the breadth of educational offerings.
 - Identify from this list the Commission's policy/policies relevant to this change.
 - Change in mission
 - Change in educational offering
 - Change in educational sites
 - Change in relationship with the Commission

2. *What factors led the organization to undertake the proposed change?*
 - Describe the relationship between the proposed change and ongoing planning
 - Describe the needs analysis related to this proposed change
 - Describe the involvement of various constituencies in developing this change

3. *What necessary approvals have been obtained to implement the proposed change?*
 - Identify the internal approvals required, and provide documentation confirming these actions.
 - Identify the external approvals required, and provide documentation confirming these actions.

4. *What impact might the proposed changes have on challenges identified by the Commission as part of or subsequent to the last comprehensive visit?*
 - Identify challenges directly related to the proposed change
 - Describe how the organization has addressed the challenges.

5. *What are the organization's plans to implement and sustain the proposed change?*
 - Describe the involvement of appropriately credentialed faculty and experienced staff necessary to accomplish the proposed change – consider such things as evaluation of instruction, assessment of learning outcomes and oversight of curriculum.
 - Describe the administrative structure necessary to support this proposed change
 - Describe how the organization will make learning resources and support services available to students.
 - Provide financial data that document the organization's capacity to implement and sustain the proposed change.
 - Specify the timeline used to implement the proposed change.

6. *What are the organization's strategies to evaluate the proposed change?*
 - Describe the measures the organization will use to document the achievement of its expected outcomes.
 - Describe how the assessment of student learning is integrated into the assessment program.

Top Ten Unknowns of the Examples of Evidence
May 9, 2008

1. The organization's evaluation of services includes the constituencies served. (5d-1)
2. The organization documents timely response to complaints and grievances, particularly students. (1e-8)
3. The organization incorporates in its planning those aspects of its history and heritage that it wishes to preserve and continue. (2a-6)
4. The organization intentionally develops its human resources to meet future changes (2b-4)
5. Periodic reviews of academic and administrative subunits contribute to improvement of the organization. (2c-4)
AND
Regular academic program reviews include attention to currency and relevance of courses and programs. (4c-1)
6. The organization's assessment of student learning extends to all educational offerings, including credit and noncredit certificate programs. (3a-6)
7. The organization provides services to support improved pedagogies. (3b-4)
8. The organization assesses how effectively its graduate programs establish a knowledge base on which students develop depth of expertise. (4b-3)
9. The organization provides curricular and co curricular opportunities that promote social responsibility. (4c-7)
10. The organization's facilities are available to and used by the community. (5d-5)