

To: Self Study Team Members

From: Dr. Linda Duttlinger Chair, Self Study Team

Date: September 11, 2009

Topic: Minutes for the Self study Team Meeting on September 11, 2009

Agenda is attached.

1. Faculty Workshop

The handouts from the Faculty Workshop were made available for all those that did not attend. Please let me know if you want your very own set. The report on the Accreditation Discussions held at the workshop was distributed.

2. Committee Organization

By the next meeting on October 9, the committee chairs should have a list of committee members for their committee. A committee membership guideline sheet was given.

3. Goals

The major work of the semester is for the chapter committees to prepare chapter drafts by the end of the semester. These drafts will be used for the Self Study. In the Spring 2010 semester, the drafts will be made available to the campus for review and Town Hall meetings will be held about the material. By the end of the spring, a good draft of the Self Study should be completed. Material may be added to this draft in the early fall and the draft should be in final form by November 19, 2010. There was a great deal of discussion on this topic but everyone there saw the logic of this chronology.

One idea was presented to have Core Component chairs or captains. These writers would only be responsible for writing a segment of the criterion but not the whole thing.

I also mentioned the need for specific questions for the Faculty Survey and/or the Freshmen Survey. Some committees indicated that survey results would be used to prove a specific example of evidence. If that's the case, I need the questions as soon as possible – by September 18.

4. Assistance

At the October 9 meeting, handouts will be provided about abbreviations, margins, type face, fonts etc.

5. No committee reports were given.

6. Next meeting is **Friday, October 9 1:00 TECH 109**

