Summary: May 3, 2007 meeting of the Accreditation Steering Committee

Present: Liz Atkinson, Jennifer Ballard (staff), Greg Copeland, John Hall, Pam Jacklin, Chris Keaveney, Bill Millar, Amy Orr, Dan Preston, Barbara Seidman, Jeff Summers, Bernie Turner, Susan Whyte.

NEXT MEETING
August 22, 2007, 9am to 1pm – meeting to review first draft of accreditation report

DEADLINES TO NOTE:
June 30, 2007 – materials for 1st draft due.

- Steering committee members send materials to Jennifer Ballard (jballard@linfield.edu). Academic department chairs will send draft reports directly to Barbara Seidman.
- Please use the template (distributed by e-mail 5/7/07) and the style guide (distributed by hard copy during meeting).
- If there are gaps (and we know there will be), keep a list of action items/identified needs.
- Keep a running list of needed exhibits.

August 1, 2007 – 1st draft due back to steering committee


HANDOUTS

REVIEW OF MARCH MINUTES
No comments at this time. Minutes will be posted to the accreditation website.

PRESENTATION OF TEMPLATE
Kay White from Integrated Technology Services presented the Word template developed to help the steering committee maintain a similar look in draft reports – same fonts, margins, titles, and sub-titles. Using this template will facilitate consolidating and editing the self-study toward a consistent final document. (The Mac and PC version of the template was e-mailed to steering committee members 5/7/07.)

PRESENTATION OF STYLE GUIDE
Dan Preston distributed the 2008 style guide, a substantial revision of the 1998 style guide, and walked the committee through it.
Clarification of meaning of ‘exhibit’: stand alone reports/documents/data that support the self-study, are requested by the commission, or are background to the self-study. Keep a running list of exhibits needed or used to draft the self-study. Those lists will be collected in order to prepare the exhibit room. One exhibit may be referenced by multiple standards.

SURVEY UPDATE:
NSSE survey closed – 54% preliminary response rate. Results available in November.

Internal surveys - Revised graduating senior survey will be deployed this spring. Revised 1 year alumni survey and new 10 year alumni survey still in development – deploy in late spring/early summer. Results expected by end of summer. (5/29/2007 note: preliminary response rate for graduating senior survey, McMinnville Campus: 84%; DCE and Portland still incoming.)

GENERAL PROBLEM SOLVING/NEW ISSUES
Issue in 1998 accreditation was how the college integrates (or doesn’t) DCE. This issue remains. What are the implications of recent proposal to faculty assembly to define teaching for DCE as ‘teaching’ rather than ‘service to the college’? Refer issue to Planning Council to keep issue in front of community.