

HLC Self Study Steering Committee
Project Notes
Higher Learning Commission Annual Meeting, April 8th-12th, 2005
Chicago, IL

PRESENT: Drs. Georgia Grantham, Carol Guerrero-Murphy, David MacWilliams, Teri McCartney, Sandy Starnaman, and Barbara Medina. Mr. Mike Nicholson, Mr. Bill Mansheim, Mrs. Barb Friese, and Mr. Paul Tigan.

The following notes are an effort to compile the various ideas regarding the continued forward progress of the Self-Study Committee. The conference team worked together throughout the event, pulling together ideas on a formal and informal basis.

Recommendations suggested by the team during the conference

- I. Agreed to adopt Mission Statement and Institutional Goals with minor changes as presented by the Mission/Goals Sub-Committee.
- II. Identified need for a wide public relations effort on campus and in greater community about the accreditation process.
- III. Identified the need to establish/define steering committee structure and assignments and to create detailed timeline.
 - a. One structure that many agreed upon was based on the roles of the team, which included: a sponsor, who is David Svaldi (that is, the person who keeps it all going, leads the work, sets agendas, timelines, etc.); a meeting leader, who facilitates the discussion and decision making processes DURING the meetings; a scribe; team members; and team resource people who may serve on many teams (such as Barbara Friese's role). The presenters were emphatic that the team sponsor should not be the team meeting leader. They recommended that the team meeting leader be chosen quickly, by acclaim or finger pointing, and should not have anything to do with hierarchy or roles outside of the meeting.
- IV. Suggested as a strategy to map the performance contract to the criteria and the mission.
- V. Suggested as a strategy to examine prior accreditation report to gauge current progress.
- VI. Each team member will bring brief reports to the next Steering Committee meeting identifying the five best/most effective strategies that they encountered during the conference.