

Preparing for the UCB Self-Study and NCA Re-accreditation

Minutes from the meeting on Wednesday, June 25, 2008

8:00am – 5:00pm

PBA Conference Room in Regent Hall

Attendees: Phil DiStefano, Ric Porreca, Pauline Hale, Lou McClelland, Joey White, Steve McNally, Anne Heinz, Michael Grant, Michael Warden

AGENDA

Morning session from 8:00am – 12:00pm (all)

1. Welcome and Introductions

The University of Colorado at Boulder is scheduled to undergo a comprehensive evaluation review for continued accreditation by the North Central Association in 2009-10. Provost Phil DiStefano and Senior Vice Chancellor Ric Porreca are co-chairing the re-accreditation process including the preparation of the UCB Self Study in 08-09 and the planning for the NCA site visit in 09-10. Pauline Hale will be the principal writer of the UCB self study; Lou McClelland will direct the data collection and analysis; and Joey White will provide staff support and project coordination. Together these five individuals will comprise the “Planning Board” which will guide the reaccreditation process.

Subject matter experts will include Steve McNally (budget and finance), Mike Grant (assessment of student learning outcomes), Anne Heinz (engagement and service) and Michael Warden (communications plan).

A Steering Committee comprised of faculty, staff, students and campus administrators will be established later in the summer to assist with the preparation of the self-study and also to participate in the NCA site team’s visit in February 2010.

The preparation of the UCB Self Study is part of a continuum of strategic planning initiatives which include the preparation of the *Flagship 2030* strategic plan, the development of goals for the upcoming capital campaign, and the preparation of the 10-year Facilities Master Plan.

2. Goals of the UCB Self Study and NCA Re-accreditation

Goals for the process are to be re-accredited for another ten year cycle; to inform the campus community and demonstrate consistency in planning and actions; and to articulate what the university wants to accomplish in the next ten years and seek the advice and support of the NCA site team.

3. Review UCB accreditation website found at www.colorado.edu/pba/ia/ (Lou)

- a. Self-Study from 2000
- b. Site Team Report
- c. Interim Report on outcomes assessment

The Planning Board will carefully review the 2000 UCB Self-Study, the 2000 Site Team's evaluation report and the 2003 Interim Report and response on outcomes assessment. We will need to show substantial improvement in areas of concern highlighted by the 2000 site team, such as learning assessment and financial support/sources of revenue.

4. Discuss multi-committee structure for preparing UCB Self Study
 - a. Planning Board – Phil DiStefano, Ric Porreca, Pauline Hale, Lou McClelland, Joey White
 - b. Subject matter experts – Mike Grant, Anne Heinz, Steve McNally, Michael Warden, others...
 - c. UCB Steering Committee for NCA Re-accreditation (tbd)
 - i. Planning Board members
 - ii. Subject matter experts
 - iii. Academic Affairs AVCs – Kaempfer, Cox, Moore, Stevenson
 - iv. 2030 faculty chairs
 - v. Deans
 - vi. Governance groups – BFA, Staff Council, UCSU, UGGS
 - vii. Other campus leadership, e.g. Student Affairs, Administration, CU Foundation, etc

The Planning Board will direct and coordinate the self study process. The Steering Committee will help provide information for the self study, read and critique drafts, and help educate the rest of the campus about reaccreditation. The Steering Committee will include the members of the Planning Board, the subject matter experts, the Chancellor's Executive Committee, the Council of Deans, the associate vice chancellors in Academic Affairs, and the faculty chairs of the 2030 task forces.

The UCB self study will address five evaluation criteria and a "point person" will be responsible for addressing each of the criteria as follows:

- 1: Mission and Integrity (Ric Porreca)
- 2: Preparing for the Future – the allocation of resources (Steve McNally)
- 3: Student Learning and Effective Teaching (Mike Grant)
- 4: Acquisition, Discovery and Application of Knowledge (Phil DiStefano)
- 5: Engagement and Service (Anne Heinz)

5. Timeline for UCB Self-Study

There was a general discussion of the timeline and agreement on its parameters (see separate document).

6. Review website for the Higher Learning Commission of the North Central Association <http://www.ncahlc.org/>
 - a. Staff liaison - Andy Lootens-White
 - b. Overview and Handbook
 - c. Criteria for Evaluation - preparing an "evidence based" report
 - d. Viewpoint of an HLC/NCA consultant/evaluator (Anne Heinz)

Andy Lootens-White, the NCA staff liaison to UCB, will be visiting the campus and meeting with the Planning Board and some Steering Committee members on September, 11, 2008. We will discuss the role of the NCA consultant/evaluators with Andy and the desired competencies we would prefer in the members of our NCA site team. The strengths of the team and especially the team leader are crucial. The site team will want to review an evidence-based report and will be looking for explanations and results.

7. Brief overview of recent self-study reports from peer institutions

- a. Kansas
- b. Arkansas
- c. Indiana
- d. Ohio State

8. Assessment Updates

- a. Update on assessment of student learning (Mike Grant)

In response to the last team's request for an interim report on assessment, the provost asked AVC Michael Grant to form a standing Assessment Oversight Committee, consisting of senior faculty and administrators. The group became educated on assessment, attending conferences and bringing in experts. The committee's work emphasized flexibility in the ways of conducting assessment. It focused on articulated knowledge/skills goals at the department or major level. The committee also recommended changing the PRP process.

The next steps should be to have campus leadership highlight assessment in public statements; make assessment part of unit merit designations; recruit chairs and deans to support assessment; and share models of best practices. Overall, our main concern is the variability in methods and commitment to assessment.

General discussion on various surveys and interventions: The Senior Survey has a long time-line at CU; very strong, focuses on satisfaction. The Alumni Survey also addresses satisfaction. The FCQ underwent major revision in fall 2005. The FTPEP is a good example of efforts to improve scholarship of teaching. The Graduate Teaching Program takes a learner-centered approach to teaching (the TIGER program). CU 101 also is a good model. Good departmental examples include physics, which has invested very heavily into assessment, MCDB, and Applied Math (voluntary oral exam show good level of improvement for those who do assessment). Engineering is viewed as a model college in the area of assessment.

In sum, the AOC has been addressing the issue on a regular basis. We have revised the PRP process, focused on best practices, started the Science Initiative, while acknowledging that we need to do more.

9. Development of a communications plan

- a. Official website linked to UCB homepage
- b. Publications to promote the self-study process
- c. News media and public relations

AVC Michael Warden and the staff of University Communications will develop a communications plan with such elements as an official website, various publications to promote the process, and appropriate news releases.

Break for lunch from 12:00 – 1:00pm

Afternoon session from 1:00 – 4:00pm (Planning Board only)

10. Review evaluation criteria for the UCB Self-Study

a. Develop a “Table of Contents” for the UCB Self-Study

We will use a fairly straightforward organization of information in the Self Study, responding as directed to the needs of the team. In the Introduction, we will have an overview of the Self Study and introduce linkages to Flagship 2030. There also will be the required sections, including a snapshot narrative and major changes in past 10 years. Also in this section, we will need to respond to the last reaccreditation “concerns.” The next chapter would be an overview of Flagship 2030, maybe in 10 pages. Next would start the individual chapters on the five criteria. In each chapter we will restate the criterion, provide an overall response by CU, address the components with appropriate evidence, outline the next steps through Flagship 2030, and ask for advice on certain important issues. Finally, we will have a conclusion with a recap of the Self Study, then appendices, and a bibliography of supplementary materials.

b. Discuss an Outline of the Evidence

There was a lengthy discussion of each of the evaluation criteria and the evidence which could be used to address the components of the criteria (see separate outline).

c. Develop a template for the 2030 final reports

The Planning Board is developing a template for the final reports of the nine 2030 task forces (in process).

11. Summer work plan

- a. Finalize multi-committee structure and membership
- b. Convene the UCB Steering Committee on Re-accreditation in September
- c. Meet with Andy Lootens-White, NCA staff liaison on September 11, 2008
- d. Establish means of exchanging drafts and collected info
- e. Develop a communications plan and official website
- f. Develop the body of evidence (i.e. Outline of the Evidence) to support the self-study
- g. Discuss the desired competencies of the members of the NCA Site Team