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**Members in Attendance**

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| <ul style="list-style-type: none"> <li>• Barbara Barnett</li> <li>• David Cook</li> <li>• Ann Cudd</li> <li>• Diane Goddard</li> <li>• Nelda Godfrey</li> <li>• Sara Rosen</li> <li>• Rodolfo Torres</li> <li>• Susan Twombly</li> </ul> | <ul style="list-style-type: none"> <li>• Amy Smith</li> <li>• Heather Eastlund</li> <li>• Sandra Hannon</li> <li>• Paul Klute</li> <li>• Barbara Russell</li> <li>• Deb Teeter</li> <li>• Gavin Young</li> </ul> |
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**Topics Discussed**

- The format for evidence was discussed
  - Status of staff work
    - Everyone is busy collecting evidence
    - Amy is working on the format for the subcommittee
    - Heather is meeting with Diane weekly
  - We are using Campus Labs accreditation module
    - This will enable us to do the writing, evidence gathering, and create links in one platform
    - Paul will transfer all evidence already collected in Wufoo over to CampusLabs
    - Paul will provide one on one training
    - Susan mentioned that it also connects with other campus labs products
    - Accreditation for other agencies (i.e., ABET, NCATE) are loaded as well
  - We are finalizing subcommittee memberships
    - Sara has been through the list several times
    - Subcommittee chairs are comfortable
    - There were suggestions of others to add
    - Susan asked if we will add others if some turn down the invitation
  - The invitations will come from the Chancellor in mid-July
  - Subcommittee organization
    - Rodolfo will split his into two committees except for the first meeting. Each subcommittee will be split into smaller groups and one component will be assigned to two or three people. He will ask for preferences before the first meeting. He is planning on two monthly meetings of two hours each. He will discuss two subcomponents at each meeting, not necessarily going in order. He wants to cover the most important ones first so they don't have to rush at the end to identify the ones that need more discussion.
    - Ann is planning to have one meeting for each subcomponent. The subcommittee will meet for two hours twice a month. She is planning to break into groups and have each group specialize on different subcomponents.
    - Diane is hoping to use the subcommittee for massive amounts of brainstorming. The she and Heather will do the organizing. Finally, they will go back to the subcommittee for reaction. Their criteria are more straight-forward. Susan mentioned that faculty and staff probably have less knowledge of this area so if it works, then it's fine.
    - New University assessment committee will have oversight of assessment plans
  - Discussion about writing style
    - The writing style KU used in 2005 is what we want to use. It consists of an introduction and then bullet points with evidence. Sometimes we will have to write descriptions.
    - Gavin thought the first part of the Arizona report was a pretty good template
    - Susan mentioned that first part is what the steering committee will be doing collectively, the significant changes overview
  - Susan asked what we do when we identify a need to gather additional information (eg. Policies. Is the university community familiar with KU policies?)
  - Deb mentioned the option of backward mapping. It is when you know the outcome but not how we
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arrived at it. We could send a list to the Deans and ask them to tell us the process of how we arrived at the outcome. Susan suggested asking Deans to give examples of what they are doing. We will want to make those decisions as a steering committee.

- We need to identify areas where there are gaps to see where we need new data
  - Deb suggested we use already formed groups for our focus groups
  - Susan will collect focus group questions from the Steering Committee
  - Put yourself in the role of the reviewer when you evaluate the value of evidence
  - The Chancellor, Sara, and Susan will all speak at the HLC kickoff meeting.
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**Future Meetings (Date/Time/Location):**

- August 23, 2013, 11:00 a.m. – 12:30 p.m., Provost's Conference Room
- August 29, 2013, 3:45 – 6:00 p.m., Adams Alumni Center
- September 23, 2013, 2:00 – 4:00 p.m., Provost's Conference Room
- October 18, 2013, 8:30 – 10:30 a.m., Provost's Conference Room
- November 18, 2013, 2:00-4:00 p.m., Provost's Conference Room
- December 16, 2013, 2:00-4:00 p.m., Provost's Conference Room