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**Members in Attendance**

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- David Cook
- Diane Goddard
- Sara Rosen
- Rodolfo Torres
- Susan Twombly
- Ben Wolfe
- Amy Smith
- Abby Coffin
- Heather Eastlund
- Sandra Hannon
- Lindsay Hamm
- Paul Klute
- Barbara Russell
- Deb Teeter

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**Topics Discussed**

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- Steering committee check in
  - All are going well, looking at evidence writing drafts.
  - Need process to make sure evidence that may not be widely known, that subcommittee members don't know about, is included
    - Subcommittees will do best they can and then their drafts will come to steering committee
- Lindsay is working on the Assumed Practices, seeing how easy it is to find the evidence that we meet the assumed practices
- Assessment initiative – every department/major unit will put together a plan and report of program level assessment for all programs/degree levels.
  - Ongoing with annual updates
  - Barbara Walvoord visit a smashing success
  - New University assessment committee will have oversight of assessment plans
- Discussion about reviewing drafts
  - Subcommittees are providing more information than there will be room for in the reports
  - Steering committee will do an initial review of the drafts as they are available
    - Not editing for writing style, but looking at the evidence
  - Summer is set aside to write
  - Discussion about handling strategic planning efforts in self-study
    - Talk about its relationship to Bold Aspirations
- Question about including Academic Profiles in self-study
  - Could be another way to look at what units are doing in strategic planning
  - We will discuss with HLC liaison and look at other institutions' self-studies
- Focus group planning
  - Focus groups help provide tone and context, frame the study
  - Focus groups help prevent us from being blindsided –learn about issues people think university should address
  - Focus groups create awareness in key constituencies about self-study process
  - Discussion about which groups to include
  - Discussion of questions for focus groups
    - Need questions to help find framing theme for the study
- Discussion about HLC visit and open forums
  - HLC team tells us who they want to meet with but we also have say in structuring meetings and the groups that they talk with
  - Self-study will be made available for third party comments before visit
  - Visiting team will read the report of the last self-study

- Framing self-study
  - Look at what was happening in 2005; then enrollment decline, new leadership, new strategic plan
  - We need to contrast where we were as an institution in 2005 to where we are now
  - In the middle of dramatic change that is making a difference
  - Trying to get a handle on our resources to be as efficient as possible
  - Changing curriculum
  - We are in the midst of change, but we are looking at our end goal
  - Bold Aspirations addresses why and how we will be different
  - How do you preserve the good things of the culture as we move forward
  - Important to note successes of the change
- Susan and Sandra will start working on self-study introduction and changes since 2005

**Future Meetings (Date/Time/Location):**

- 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