

**Accreditation  
Self-Study Steering Committee  
Meeting Notes  
Tuesday, September 16, 2003  
8:15 – 9:05 a.m.**

The meeting started at 8:15 a.m. with opening comments.

**Draft Reports from the Diversity and Governance Focus Groups:**

Discussion of the draft report from the Diversity Focus Group was led by Sandy Holbrook and discussion of the draft report from the Governance Focus Group was led by David Rider. Comments and suggestions were provided for each report. The focus groups will review the comments and suggestions, and then develop an updated draft before their Open Forum is scheduled. The most current draft will be posted on the Self-Study Steering Committee website.

**Update on scheduling of Open Forums :**

Jeanne Woolwine of the Scheduling office of the Memorial Union has provided room reservations for the Open Forums and copies of the proposed schedule for the Open Forums was distributed.

It was concluded that the “Chair” of the focus group should not be taking notes during the Open Forums. Kären Bjellum will have the main assignment of taking notes. However, members of the individual Focus Groups are encouraged to take notes to assure that the intent of the various comments has been captured. Draft reports from each of the Focus Groups are available from the Committee’s website. Only a small number of handouts will be available at each of the Open Forums.

Involvement of the entire campus in the Open Forums was discussed and participation of students, faculty, and the staff will be encouraged. Presiding officers of the University Senate, Staff Senate, and Student Senate will be asked to make announcements at their meetings.

The draft reports from the General Education and the Technology and Learning Focus Groups will be discussed at the September 23<sup>rd</sup> meeting. Their reports will also be available from the Committee website. Only a small number of extra reports will be available at the meeting and Committee members were encouraged to print copies for their own use.

**Methods of advertising were discussed:**

Campus wide flyers  
E-mail messages using the campus LISTSERVs  
It’s Happening  
The Spectrum

**Door Prize Winners**

John Q. Paulsen, Nancy Mueller

The meeting adjourned at 9:15 a.m.