

**Accreditation
Self-Study Steering Committee
Notes from Thursday, February 20, 2003**

Introduction of V.P.S.A. George Wallman – Bob Harrold

Discussion of what evaluator teams will be looking for -- Dr. George Wallman

Do NOT have a three-hour dinner on the first night they arrive

Be Honest & straight forward

Be familiar with the *Addendum to the Handbook of Accreditation 2nd Edition*

Origin of resources

Make it as easy as possible for the incoming team

Address the compliance issues straightforward

Excellent communication with Cecilia Lopez and the NDSU liaison

Resource room should be accommodating and comfortable

Internet access, telephones, pencils, and paper

Announce to the public and request comments from them before the visit

They want to know how we deal with complaints – show documentation of the process and procedure of how complaints are handled

Identify the resources you use

Make available in different formats: hard copy, floppy disk, CD, Internet

Grievances – how do we deal with them? Include all: faculty, students, and staff

Documentation – create an index

Assessment and Diversity are the most important issues

Institution as a whole: Campus safety, diversity, technology, and staff complaints

Questions from the floor

Review focus group outlines -- Deanna Sellnow

Questions from the floor

NDSU Accreditation and Assessment Website – Bob Harrold

Data collection and photocopying – Mary McDonald

NCA-HLC Annual Meeting in Chicago – Bob Harrold

Those attending: Bob Harrold, Deanna Sellnow, Mary McDonald, & Larry Peterson. Invitation extended to other focus group chairs

Continued Review of notebook materials

Lucky Winners

Adjournment