

**Accreditation Luncheon  
Meeting Notes  
August 16, 2006**

**Attendees:** Judy Beckman, Cynthia Bonn, Garrett Bozylinsky, Fran Cohen, Leonard Kahn, James Kowalski, Beatrice Lemoine, Barbara Luebke, Celest Martin, Lynn Pasquerella, Breck Peters, Karen Ramsay, Yngve Ramstad, Beverly Swan, Robert Weygand.

**Provost Welcome**

Provost Swan began the meeting by thanking everyone and announcing she will be chairing a visit in NH. She also announced that a recommendation for URI's team chair needs to be made. She and the President are currently making a list of recommendations.

**Announcements**

Vice Provost Bozylinsky was introduced to the group. Vice Provost Bozylinsky has done 2 other accreditations and will be of assistance wherever possible.

Vice Provost Pasquerella has been selected as a NEASC accreditation team member for the University of Connecticut. Co-chairperson Beckman stated that we have fabulous knowledge resources in regards to accreditation visits.

**Documents for Self Study**

Co-chairperson Beckman discussed the documents needed for the self study and informed the chairs they should have received an e-mail from Ms. Lemoine regarding these documents and the need to create an electronic reference on the web.

**Web site**

Co-chairperson Kowalski discussed the accreditation web page. Progress is being made to reconstruct the web site with the help of Director Batson and Mr. Jaegle. Reconstructing will not be possible until September. Co-chairperson Beckman informed the group that she and Co-chairperson Kowalski had received some feedback from Director Batson and Mr. Jaegle regarding the construction of the web site and they talked about reorganizing the site. They have looked at other organization's accreditation web sites. Co-chairperson Beckman stated that our goal is to make the web site more organized.

**Time-line**

Co-chairperson Kowalski handed out a revised time-line calendar. He asked chairs to confirm whether they can attend all the upcoming meetings and, if not, to contact Ms. Lemoine as well as to appoint a representative. If many conflicts exist, Co-chairpersons Kowalski and Beckman will attempt to revise the schedule. Co-chairperson Kowalski explained that the basic goal of the meetings is to keep up to date and keep up the momentum.

## **Writing Template**

Co-chairperson Kowalski handed out a Reaccreditation Notes writing template form and asked the committee to consider using it to re-organize work that has been developed on a sub-paragraph basis back into a coherent story-line for the accreditation self-study document. Co-chairperson Kowalski reminded chairs that a narrative needs to be written on each standard and evidence is very important. He informed the group not to hesitate to ask for help.

## **Committee Reports**

Provost Swan stated it is helpful to share problems. Co-chairperson Kowalski agreed and stressed how it is important to put in as much information as possible in the drafts even if it won't end up in final report.

Standard #9 Vice President Weygand's biggest concern is true documentation and evidence. His committee should be done with the draft within 3 weeks. They are trying to re-write it and not refer to the last accreditation.

Standard #11 Vice Provost Pasquerella expects to have a draft by the end of September. Her committee has divided up the sections. Vice Provost Pasquerella stated the only concerns are with how to limit each area. Provost Swan talked about certain issues that URI has addressed recently and those need to be addressed in this standard. By way of comparison, Co-chairperson Beckman explained that Vice President Weygand's group is handling the assessment portion of Standard #9 at the end of the group's review process, while Standard #11 more likely requires showing the assessment of each component concern within the realm of Integrity (e.g., of ac

Standard #7 Professor Ramsay's committee had a kickoff meeting and also met again last week. They have divided up the numbered paragraphs. Professor Ramsay has heard back from one of the groups and this group has created a spreadsheet of documents they have found and those they cannot find. Professor Ramsay thinks her group is making great progress and she has meetings already scheduled through November.

Standard #6 Assistant Vice President Cohen stated that her committee got a bit of a late start but she is not concerned. They have a timeline sketched out and it does correspond with the overall team timeline. One issue her group is facing is how much attention should be given to responding to issues raised in previous self-studies and NEASC responses to URI documents. Co-chairperson Beckman answered that such documentation should be included in the description portion of the self-study document, rather than in the appraisal or projection portions. She then asked Beverly about our previous self study. Provost Swan stated that on-going issues need to be described but to not get bogged down with them. Do not ignore what needs to be done, do not whine about the problems that are found through this process, and definitely do not lie; just present the problems and acknowledge them. Co-chairperson Kowalski stated the basic objection is to answer the questions NEASC has given us. Assistant Vice President Cohen wanted to know what stage the committee should facilitate the input of the community. Co-chairperson Beckman described several planned methods for

community involvement in the self-study process: informative presentations to the Faculty and Student Senates; advertisements in The Good 5cent Cigar; opportunities for contribution to the self-study document via the web site; plans for surveys of the campus community by the Faculty Standard team; and planned reviews of the draft self-study document via public forums.

Standard #5 Professor Kahn's committee has had several meetings. Professor Kahn informed the group when looking at numbers they found major flaws. His committee is working with Mr. Boden and Assistant Provost Katz on this problem. Professor Kahn has divided up his standard and needs to narrow the paragraphs down. He has a meeting tomorrow about which areas they want to query the faculty. Co-chairperson Beckman said the problem to have consistency with data sets is being worked on. Provost Swan mentioned there are some instances where people use terminology incorrectly.

Standard #3 Professor Ramstad stated his committee is having their initial meeting Aug 31. He does not anticipate having a draft done in September.

Standard #4 Professor Luebke said everyone in her committee knows what he/she is suppose to be doing and is working on it. Professor Peters described the process that has been undertaken to establish a new General Education system and to assess its effectiveness, both for a report to the Board of Governors for Higher Education and in response to prior NEASC concerns about URI. Breck said they are in very good shape. Beverly told Breck that mentioning the previous accreditation report with regards to General Education is a good idea because of all the positives things that have happened since.

Standards #1 and 2 Associate Professor Martin attended the meeting on behalf of Professor Barbour for Standard 1 and as well reported on activities undertaken for Standard #2. She stated that the Standard#2 committee has only had one meeting where there were some discussions with regards to collecting materials and community input. Some people were given work. There will be another meeting again in the beginning of September for Standard #2. Standard #1's initial meeting was on July 25 and the second meeting will be in September.

### **Wrap Up**

Co-chairperson Beckman and Kowalski told the group to contact Ms. Lemoine via e-mail with regard to their availability to the meeting dates scheduled for the fall.

Meeting adjourned at ~1:45pm.