

**Accreditation Luncheon
Meeting Notes
September 19, 2006**

Attendees: Abu Bakr, Marilyn Barbour, Judy Beckman, Cindy Bonn, Thomas Dougan, Deborah Grossman-Garber, Len Kahn, James Kowlaski, Beatrice Lemoine, Ann Morrissey, Lynn Pasquerella, C. B. Peters, David Porter, Karen Ramsay, Yngve Ramstad, Jayne Richmond, Beverly Swan, Grant Willis.

Introduction

Provost Swan opened the meeting with a statement that the team is progressing nicely and are still working on getting a chair for the visiting team. Provost Swan reminded everyone that it might seem we have a lot of time before the visit, but we don't. Co-chairperson Kowalski stated the point of these meetings were to remind everyone of deadlines. Co-chairperson Kowalski told the group he wanted to hear from the committees as to what they are done and are they facing any problems. Co-chairperson Kowalski stressed to the group they need to make sure the committees address the questions that are asked. Co-chairperson Kowalski handed out another time line.

Minutes from 8/16/06

Co-chairperson Beckman asked the group if anyone had any comments or changes to the minutes from the Summer meeting on August 18. Professor Barbour stated that the minutes gave the impression that Standard #1 had not started working. She wanted to point out that the committee has met and has started their processes and that wasn't clear in the minutes.

Letter to community from Steering Committee

Co-chairperson Beckman asked the group if anyone had any comments or changed to the draft letter to the university committee from the NEASC Steering Committee. Professor Barbour asked if the format in which the letter was received electronically would stay the same. She stated the link inside the electronic letter would not work. Co-chairperson Beckman said that would be looked into.

Committee List

Co-chairperson Beckman stated that new committee members have been added to the NEASC Committee Membership. The list will be checked for accuracies and will e-mail that out to the chairs.

Update on student participation

Co-chairperson Beckman has asked the student senate for participation. She has not been able to follow up to see if there will be any involvement. Co-chairperson Beckman stated she would like at least one student for each committee. Co-chairperson Beckman asked the group if anyone could bring in students. Dean Richmond said she knows some student senators that she could assign. Provost Swan stated Dean Richmond's idea to just pick and appoint students is good.

Director Grossman Garber stated she has some names of students she could send to Co-chairperson Beckman.

Electronic and Hard Copy Documents

Director Grossman Garber asked what Co-chairpersons Beckman and Kowalski want on the web. Co-chairperson Kowalski stated any document that would help document the claims in your section. Co-chairperson Beckman told Director Grossman Garber that some documents have already been put on the web in the format that the NEASC gave them. Co-chairperson Kowalski stated there is a move toward electronic documents and will have both electronic and hard copies. Co-chairperson Kowalski said some of these documents could be useful for other committees, so part of the idea is to help other committees. Professor Ramstad asked if hard copies should be accumulated as well as electronic. Co-chairperson Kowalski told the group it is easy to print out the electronic information. Professor Barbour wanted to know the purpose of the hard copy room and would there be a computer available in the hard copy room so the team can access the web documents. Co-chairperson Beckman told the group there would be a computer in the hard copy room. Provost Swan stated there is still a need to hard copies because there are many people who are not into technology. Co-chairperson Beckman reaffirmed they will have paper copies. Co-chairperson Beckman asked Provost Swan if she knew the team members who would need the paper copies. Provost Swan told her she did not know who team members are yet. Vice Provost Pasquerella said it is easier to write a report using paper copies. Co-chairperson Kowalski said preference will be given to electronic versions.

Committee Reports

Standard #6, Students. Vice President Dougan stated their group is done with the description part. They are looking at web sites and identifying documents. Their committee has a meeting next week and they are doing very well.

(Jayne Richmond spoke then Cindy Bonn but that was at the time my laptop crashed and I had to dash and get paper and pen.)

Standard #2, Planning and Evaluation. Director Morrissey along with Director Bakr stated they are having their third meeting. The committee has sent quite a few documents to be posted on the web. They are in the process of looking to get started on focus groups and plan to run them in October. The committee might need to hire a grad student to run focus groups. Director Morrissey asked if there was funding to do this. Both Co-chairperson Beckman and Provost Swan nodded yes. Director Bakr said to have committee members run the focus groups was an option. Co-chairperson Beckman said the members of JSPC was an option to run the focus groups or participate in some way. Director Morrissey said there are 2 JSPC committee members that are apart of the accreditation committee.

Standard #8, Physical and Technology Resources. Director Porter stated their committee has not yet met as a whole and has only met as subgroups to collect data. Assistant Vice President Wyman has promised to get his half of the

documents. For the technology side, Director Porter reported there is not a lot in Standard #*. He is concerned with some of the policies. Many documents in IITS are not called policies. He needs to meet up with Assistant Vice President Wyman.

Standard #5, Faculty. Professor Kahn reported his committee is somewhat short on evidence. The Office of the Provost is sorting a lot of data for his committee. His committee has divided the numbered standards into groups and are coming up with questions to ask the Faculty. Professor Kahn is debating on whether to survey the faculty or bring it to the Faculty Senate. Professor Kahn thinks the Faculty would just toss surveys, not sure how they will go about questioning the Faculty. The committee will be meeting and getting together questions.

Standard #1, Mission and Purpose. Professor Barbour stated with some help they have collected 2/3 of the Missions Statements. 1/3 of the areas either do not have Mission Statements or they are forth coming. The committee needs to see how these Mission Statements link with URI's Mission Statement. Professor Barbour mentioned a student and faculty survey would be useful to address part of their standard. Dean Richmond told Professor Barbour she can give her the NSSE questions that are sent out. This survey does not have a huge return but it is a national database. Dean Richmond also mentioned questions could be integrated into the URI 101 web page. Professor Barbour mentioned her concern with the NSSE survey and it not reflecting current understanding. Director Morrissey said the NSSE survey can be found on the Planning web site.

Standard #3, Organization and Governance. Professor Ramstad stated their committee has met two times and have allocated responsibility. The committee is working on short descriptive. The person working on each description will identify additional documents needed and any issues. Professor Ramstad reported the committee is doing very well but a little behind. Professor Ramstad would like to request a student senate member.

Standard \$4, Academic Program. Director Grossman Garber reported on her subcommittee, Assessment, which is currently at the descriptive stage. The committee is currently collecting documents. Director Grossman Garber reported their will be a conference in January that will help URI by giving feedback on assessment at URI and address assessment on campus. Provost Swan stated URI is in great shape as assessment is concerned.

Standard #7, Library and Other Resources. Professor Ramsay reported the committee has collected a list of electronic documents and has sent them to be posted on the web. Some of the documents are very sparse and some there is nothing at all. Professor Ramsay stated regular meetings for the committee has been scheduled.

Standard #11, Integrity. Vice Provost Pasquerella stated there will be a meeting in October to review drafts. Annual reports have been requested and will be integrating into descriptions.

Wrap up

Co-chairperson Beckman stated there has been some work done on reorganizing the accreditation web site. Co-chairperson Kowalski reminded the group there are 3 more meetings and if the chairs could not attend to please send a representative.

Meeting adjourned at ~10:15am