

HLC Self-Study Criterion Committee Responsibilities

Guiding Principles for the Committees' Work:

- Introspective/Reflective
- Meaningful
- Value-adding
- Proactive
- Efficient
- Inclusive
- Critical
- Fun
- Professional

Following are the proposed responsibilities of the Criteria Committees:

1. Facilitate a thoughtful, thorough review of Ferris' achievement of the criteria for accreditation, including each of the core components.
2. Recruit and maintain a full committee.
3. Appoint additional members, task groups, etc., as required.
4. Conduct regular meetings of the committee and/or subcommittees (the frequency will likely vary at different points in the process).
5. Provide the Steering Committee with a proposed work plan by April 30, 2008, and provide regular reports of progress to the Steering Committee.
6. Participate in learning opportunities relevant to the self-study, including on-campus meetings and the annual meeting of the HLC, as possible
7. Provide minutes of all meetings to the steering committee chairs and the self-study chair for inclusion on the shared HLC site
8. Identify and/or gather evidence (including hard data) in support of each of the criterion and core components.
9. Assure that all Ferris primary stakeholders (alumni, students, faculty, staff, etc.) have the opportunity to provide input and to react to draft documents
10. Conduct surveys, special meetings, hearings, seminars, or other events to gather input and/or react to findings throughout the process (working with the data committee, the steering committee, and the self-study coordinator to avoid redundancy across committees)
11. Provide electronic copies of the evidence utilized and/or referenced for inclusion in the electronic resource room.
12. Produce a report for the Criterion, utilizing concrete evidence and analytical writing (see suggested lengths below) in a near-final form for the editor/writer
13. Within the report for the criterion, summarize the identified strengths, opportunities for improvement, and proposed actions to continue to build on the strengths and make improvements

14. Be innovative in approach, as appropriate.

The Office of Academic Affairs will provide the following support, as needed: (Please provide at least two weeks' lead time whenever possible).

1. Lotus Notes meeting invitations
2. Meeting space reservations
3. Meeting food/beverage orders
4. Distribution of materials to committee members
5. Copy services
6. Coordination of special events – such as focus groups to gather input
7. Final production of document, such as minutes, draft reports, etc.
8. Minimal assistance with information gathering – such as sample self-studies, etc.

Proposed lengths of criterion chapters based on significance in the review:

Criterion 1 – 10 – 15 pages

Criterion 2 – 15-20 pages

Criterion 3 – 35-55 pages

Criterion 4 – 25-30 pages

Criterion 5 – 15-25 pages

Total Document Length: 100-145 PLUS appendices (often 2-3 times size of document)

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10/31/07