

HLC Steering Committee Responsibilities — 11-1-07

Proposed HLC Self-Study Steering Committee Responsibilities

Guiding Principles for the Committee's Work:

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

Following are the proposed responsibilities of the Steering Committee:

1. Serve as the organizing entity and monitor for the entire self-study, serving as a cheerleader and champion as required, to encourage engagement and thoughtful input to make the process valuable for participants and the University.
2. Keep a global focus on the examination of the University and secondarily on its component parts.
3. Facilitate a thoughtful, thorough review of Ferris' documentation of its achievement of the criteria for accreditation, including each of the core components.
4. Engage committee members meaningfully in the total execution of the self-study, and replace and/or add members as required.
5. Appoint additional members, task groups, etc., as required.
6. Conduct regular meetings of the committee and/or subcommittees (the frequency will likely vary at different points in the process).
7. Develop a self-study plan by April 30, 2008, and document progress throughout, likely resulting from regular steering-committee meetings.
8. Plan and execute interventions as required if the process becomes bogged down or thwarted.
9. Participate in learning opportunities relevant to the self-study, including on-campus meetings and the annual meeting of the HLC, as possible
10. Provide minutes of all meetings to the self-study chair for inclusion on the shared HLC site
11. Assist the criteria and data committees to identify and/or gather evidence in support of each of the criterion and core components.
12. Assure that all Ferris primary stakeholders (alumni, students, faculty, staff, etc.) have the opportunity to provide input and to react to draft documents throughout the process and for each critical component

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13. Coordinate and authorize surveys, special meetings, hearings, seminars, or other events to gather input and/or react to findings throughout the process (working with the data committee and the self-study coordinator to avoid redundancy across committees).
14. Provide electronic copies of the evidence utilized and/or referenced for inclusion in the electronic resource room.
15. Document the Ferris self-study process for elaboration in the document.
16. Develop a response to prior concerns of the Commission (preliminary information already exists from recent change requests, so updating is what is most needed).
17. Deliver a comprehensive report to the writer/editor, assuring that the report includes concrete evidence and analytical writing (see suggested lengths below) in a near-final form for the editor/writer
18. Coordinate campus communications concerning the self-study, including the oversight of the third-party comment process (likely working with a communications committee that will be convened later in the process.)
19. Develop an Executive Summary summarizing the University identified strengths, opportunities for improvement, and proposed actions to continue to build on the strengths and make improvements
20. 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.
9. Hospitality planning for on-site visitors