



Shepherd University HLC 2012 Self-Study

Creating the Future: Transforming Lives to Lead and to Serve

Presentation Objectives



- To *provide* the Shepherd University community with information about the Higher Learning Commission's new approach to and standards for Accreditation.
- To *provide* the Shepherd Community with the Self Study process progress to date, and to engage the Shepherd Community in the Self Study process.

Presentation Objectives



- The HLC/NCA re-accreditation process will be based on two guiding principles:
 - **Transparency**
 - **Participation**

Presentation Outline



- Background
 - The Higher Learning Commission
Cross Cutting Themes: A Paradigm Shift
- Self Study Plan and Timeline
- The Higher Learning Commission (HLC):
- *“Serving the common good by assuring and advancing the quality of higher learning.”*

Background

- HLC Expectations:
 - *Internal* knowledge of the criteria and how they are met.
 - Internal *and* External knowledge of University excellence, mission, service, etc. through a commitment to ongoing assessment.



Background



- HLC Expectations:
 - Evidence of self evaluation and reflection (*Data-driven* decision making and its relationship to Strategic Planning)–continuous assessment and change based on assessment is crucial

Background



- Self-Study Cross Cutting paradigms:
 - Distinctive
 - Mission Driven
 - Future Oriented
 - Learning Focused
 - Engaged and connected

HLC's Paradigm Shift



■ FROM:

- Teaching
- Research & Scholarship
- Service
- Inputs
- Compliance
- Past Success

■ TO:

- Learning
- Acquisition of knowledge
- Engagement
- Outputs
- Fulfillments
- Future goals

Criterion One

- *Mission and Integrity*

The organization operates with *integrity* to ensure the fulfillment of its mission through structures and processes that *involve* the board (administration), staff (faculty and classified employees), and students.



Criterion Two

- *Preparing for the Future (PLANNING)*

The organization's allocation of resources and its processes for *evaluation* and *planning* demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges opportunities.



Criterion Three

- *Student Learning and Effective Teaching*

The organization provides *evidence* of student learning (assessment) and teaching effectiveness (standardized testing, teaching evaluations) that *demonstrates* it is fulfilling its educational mission. (Must demonstrate how the institution has modified the teaching and learning process based on assessment.)



Criterion Four

- *Acquisition, Discovery and Application of Knowledge*



The organization promotes a *life of learning* for its faculty, administration, staff, and students by *fostering and supporting* inquiry, creativity, practice, and social responsibility in ways consistent with its mission.

Criterion Five

■ *Engagement and Service*

As called for by its *mission*, the organization identifies its constituencies and serves them in ways *both* value.



Self Study Plan

- *Steering Committee Charge:*

To plan, oversee, and coordinate the self study process and write the self study report for the comprehensive evaluation of the University by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.



Self Study Plan



- *A mock team visit will be scheduled for the 2010-2011 academic year.*
- *The actual site visit will be scheduled by December 2009.*

Self Study Plan



- *Steering committee goal:*
- To create a self study report that actively engages the *entire* University community.
- This process will result in Shepherd receiving full re-accreditation from the Higher Learning Commission in 2012 and lay the groundwork for continued reflection and improvement in meeting the University's mission.

Self Study Plan



- *Sub-committee structure:*
 - One subcommittee for each of the five criteria.
 - Writing teams lead by co-chairs that are members of the Steering Committee---four to five members per sub-committee.

Self Study Plan

- *Sub-committee structure:*
- Input from all constituency sectors, including:
 - University Board Members
 - University administration
 - College University administration
 - Faculty members
 - University Staff
 - Students
 - community



Steering Committee



- Dr. Suzanne Shipley, President, Shepherd University
- Dr. Richard Helldobler, VPAA
- Dr. Scott Beard, HLC Self-Study Coordinator
- Dr. Jason Best, President, Faculty Senate
- Dr. Sally Brasher, Department of History, Committee Secretary
- Dr. Russell Porter, Dean, Graduate Studies
- Sara Maene, Director of Institutional Research
- 2 representatives from each of the four schools.

Steering Committee



- *Criterion One “Mission” Sub-Committee:*
- **Team Members: Jason Best, Gordon DeMerritt, Diane Melby, Ed Snyder**
- **Team Leader: Scott Beard**
- *Criterion Two “Future” Sub-Committee:*
- **Team Members: Kim Scranage, Rhonda Smith, Randall Friend, Meg Galligan**
- **Team Leader: Ed Maghee**
- *Criterion Three “Learning” Sub-Committee:*
- **Team Members: Dot Hively, Tauna Cole, Tuncer Gocmen, Barb Kemerer**
- **Team Leader: Laura Renninger**

Steering Committee



- **Criterion Four “Knowledge” Sub-Committee:**
- **Team Members:** Dow Benedict, John Sheridan, Anne Henriksson, Sylvia Shurbutt, Judi McIntyre, Team Leader: Colleen Nolan
- **Criterion Five “Engagement” Sub-Committee:**
- **Team Members:** Holly Frye, Karen Green, Rachel Meads, Richard Stevens Team Leader: Sharon Kipetz
- **Technology/Graphic Design Committee:** Tim Haines, Erik Jones, Kristin Kaineg, Monica Larson, Lauryl Lewis, Kevin Williams
- **Document Room:** Barbara Maxwell & Laura Neal (coordinators), Cheryl Layton, Nancy Cowherd
- **Proof Readers:** J. B. Tuttle, Sylvia Shurbutt

Self Study Plan



- ***Communication Plan***
 - Presentation at Spring Assembly or other special event/launch.
 - Website Launch
 - Talking Point Presentations to deans, schools and/or departments.
 - E-mail Updates
 - Town Hall Q & A
 - Focused Discussions of Self-Study Draft Documents & Criterion

Self Study Timeline



- **2006:** Study abroad office and administrator appointed.
- **2007:** *Fall 2007*-NCA report coordinator appointed.
 - *Fall 2007*-NCA report coordinator meets with VPAA to overview the accreditation history of the institution, concerns for the 2012 visit, overview of the report process.

Self Study Timeline



- **2004:** Shepherd is awarded University Status (April, 2004)
- **2005:** New Shepherd University Mission Statement Unveiled
- **2006:** Strategic Plan Steering Committee and sub-committees formed

Self Study Timeline: 2008



- *January-May, 2008*-Strategic Planning committee and sub-committees continue to meet to develop the university-wide strategic plan. NCA coordinator is a member of the UEAC subcommittee
- *April 2008*-VPAA attends NCA annual meeting.
- *June 2008*-UEAC makes its report to the overall Strategic Planning Committee

Self Study Timeline: 2008

- *August-October 2008*-Development of NCA website.
 - The site will include open information and resources, as well as places for the various entities to post documents and input.



Self Study Timeline: 2008

- *October-December*-NCA coordinator meets with schools, deans and administrators to initiate the collaborative process.
- *October-December*-Development of steering committee and sub-committees and writing teams.



Self Study Timeline: 2009

- *January 2009*-Overview of the University Strategic Plan. Look at ways to utilize the results.
- *Spring 2009*-NCA Self-study administrator, VPAA and other team members attend NCA annual meeting.
- *Spring 2009*-Meetings with Deans and department chairs, emphasizing their role in the self-study process.



Self Study Timeline: 2009



- *Spring Assembly:* Unveiling of the website in a public forum inviting the Shepherd University community at large to participate.

- *Fall semester 2009-*Launch of campus-wide campaign for the Self-Study Process.

Self Study Timeline: 2010

- *January*-Writing Teams begin working on the first draft of self study. Documents and data continue to be compiled, design of charts and document layout are drafted.
- *Spring 2010*-NCA Self-study administrator, VPAA and other team members attend NCA annual meeting.
- *Spring 2010*-Continued meetings with Deans and department chairs, emphasizing their role in the self-study process.



Self Study Timeline: 2011

- *January*-First Draft is prepared for review/ comments, posted on NCA Self Study website.
- *February*- Second Draft is prepared for review/ comments, posted on NCA Self Study website.
- *February/March 2011*-Mock Team Visit
- *Spring 2011*-NCA Self-study administrator, VPAA and other team members attend NCA annual meeting.



Self-Study Timeline: 2011

- *April 2011*-Mock Team Report is delivered to the NCA Steering Committee.
- *May 2011*-Third draft of the Self-Study is distributed. The committee reviews the reports and adds suggestions and comments.
- *June-September*-The document is edited and put into final format, the documents room is organized, final draft goes to readers, and steering committee makes any final revisions. The fourth draft is put on the NCA Self-Study website for review.



Self Study Timeline: 2011

- *September-December*-The document is reviewed by the campus community and comments are received and documented via the NCA Self Study website.
- *October*-Readers of the final draft provide comments. The latest campus information on enrollment, finance and other developments is processed by November 15th. Proofreaders begin work on the individual chapters.
- *December*-Final corrections are entered. The final report is posted for campus review, comments received and posted on NCA Self-Study website, completed report sent to the printer.



Self Study Timeline: 2012



- *January*-Final document and requested materials are sent to the NCA site visitation team, printed document distributed to Steering Committee, BOG, President, VPAA, Deans and placed in the document room.
- *February/March*-Campus informational meeting held, exhibits/concerts prepared, document room receives final setup.

Self Study Timeline: 2012



- *February/March 2012*-NCA Site Visit
- *March-April, 2012*-Written Response to NCA Draft Report with Correction of Errors of Fact.
- *April-May*-Written Response to NCA Final Report.
- *May-ongoing*
Implementation of Self Study and NCA/HLC recommendations by University Community and Strategic Planning Committee.

Steering Committee Requests

- Review and become familiar with the Five Criteria.
- Visit the Shepherd University HLC website (**<http://www.ncahlc.org/>**).
- Complete the Shepherd University Community Input Template and engage in the Self-Study Process
- Participate in focus group discussions to review draft(s) and provide feedback.





Shepherd University HLC Steering Committee

Creating the Future:
Transforming Lives to Lead and to Serve



Shepherd University HLC Steering Committee

BE A PART OF THE PROCESS!