

# Self Study Plan

The University of Northern Colorado began the self-study process in June 2002 by selecting the self-study co-chairs followed by identifying the 23 members of the university-wide steering committee. The steering committee consists of individuals representing the numerous constituencies across campus.

During September 2002, a timeline for the self-study process was completed. An NCA web site was created for all of the documentation related to the self-study process for the university community and the consultant evaluators to access before and during the site visit in 2004.

An NCA kick-off event was held at the beginning of fall semester to introduce the campus community to the self-study process. The Provost provided the initial orientation to approximately 250 faculty and staff. NCA presentations were made to all governance groups, student government and the Board of Trustees.

Chairs for five working committees were selected from the membership of the steering committee to address the criteria. Committee members were then identified. In early October, after careful consideration, the Provost, co-chairs and steering committee members elected to use the five new criteria, which are part of the restructuring of expectations to be fully implemented in the spring of 2005. Some of the committee chairs and members were realigned to more closely match their expertise and the new criteria.

The Provost requested dates for the on-site visit in 2004. Those dates will be announced soon.

The steering committee will meet monthly to assess progress and assure completion of the self-study. The working committees will meet every 3-4 weeks during the self-study process. The co-chairs will meet at least monthly with the working committee chairs to monitor progress and assist with the self-study process.

The working committees will submit a plan for the review process for each criterion by December 20, 2002.

The co-chairs will draft the history of the university and the accreditation history for steering committee review in February 2003.

The first draft of the self-study report will be reviewed by the steering committee in May 2003.

The self-study plan and goals were approved by the steering committee in November 2002. The goals include:

- To complete an honest and thorough evaluation of the state of the University in meeting its mission and purposes.
- To include and inform a large proportion of the University community in the self-study process.

To prepare a thoughtful self-study report representative of the current status of the University and the challenges for the next decade.

## **Provost:**

Dr. Marlene I. Strathe

**Co-Chairs:**

Dr. Vicki Downey, Associate VP Academic Affairs  
Dr. Donna Bottenberg, Director, CPDO

**University-Wide Steering Committee:**

Dr. Joe Alexander, Dean, MCB  
Dr. Tom Gavin, Director, Institutional Research  
Dr. Bob Hetzel, Asst. VP, Auxiliary Services  
Dr. Joonok Huh, Chair, English  
Rebecca Macon, Exec. Dir., Enrollment Services  
Greg Heald, Asst. Prof., University Libraries  
Tony Montoya, Asst. VP, Multicultural Affairs  
Sherri Moser, Director, Alumni Relations  
Dr. Curt Peterson, Chair, Biological Sciences  
Helen Reed, Assoc. Dean, University Libraries  
Dr. Judy Richter, Prof., Nursing  
Dr. Kathleen Rountree, Dean, PVA  
Dr. Vinnie Scalia, Dean, HHS  
Dr. Debora Scheffel, Assoc. Prof., Special Ed. & Assessment Coordinator  
Fran Schoneck, VP for Administration & Treasurer to the Board of Trustees  
Dr. Jack Temkin, Chair, Philosophy  
Dr. Gardiner Tucker, Asst. Prof., ELPS  
Dr. Robbyn Wacker, Assoc. Dean, HHS  
Dr. Phil Wishon, Asst. Dean, COE  
Michelle Quinn, Asst. VP, Finance  
Gloria Reynolds, Dir., University Media Relations  
Steve Gustafson, student  
Debra Fliethman, Admin. Asst., Academic Affairs

**Criterion One: Dr. Jack Temkin, Chair**

Jenny Jenkins, Prof., Visual Arts  
Dr. Ken Singleton, Prof., Music  
Dr. Marshall Clough, Prof., History  
Dr. Joonok Huh, Chair, English  
Roian Baird, Asst. Prof., University Libraries  
Marshall Parks, Director, Human Resources

**Criterion Two: VP Fran Schoneck, Chair**

Vicki Klingman, Purchasing Agent  
Norm Laurence, Dir., Facility Planning & Construction  
Christina Aguilera, Dir., Environmental Health & Safety  
Joan Lamborn, Prof., University Libraries  
Dr. Mike Jacobs, Prof., Ed. Foundations  
Gary Hatch, Asst. VP, Information Technology  
Marianne Dinges, Assistant to the Vice President  
Dr. John Clinebell, Prof., MCB  
Jay Lightfoot, Department Chair, Computer Information Systems  
Chris Downen, Assistant Director of Admissions

**Criterion Three: Dr. Curt Peterson, Co-Chair**

Dr. Debora Scheffel, Co-Chair  
Gregory Heald, Asst. Prof., University Libraries  
Dr. Bill Hoyt, Chair, Earth Sciences  
Dr. Tom Gavin, Director, Institutional Research  
Dr. Ron Reed, Prof., Accounting

Dr. Emily Golson, Prof., English  
Dr. Jose Suarez, Chair, Hispanic Studies  
Dr. Katie Bright, Prof., Communication Disorders  
Sieger Hartgers, Lecturer, Visual Arts

**Criterion Four: Asst. VP Michelle Quinn, Chair**

Jennifer Rasmussen, Admin. Aide to AVP Finance  
Jennifer Griffin, Coordinator, Academic Advising  
Stephanie Torrez, Director, Student Support Services, CHE  
Becky Barnes, Registrar  
Dr. Gardiner Tucker, Asst. Prof., ELPS  
Sue Kent, Dir., Administrative & Student Services, HHS  
Dr. Bob Hetzel, Asst. VP, Auxiliary Services  
Helen Reed, Assoc. Dean, University Libraries

**Criterion Five: Dr. Kathleen Rountree, Chair**

Dr. Phil Wishon, Asst. Dean, COE  
Ken McConnellogue, Interim VP, University Affairs  
Rebecca Macon, Exec. Dir., Enrollment Services  
Dr. Rick Silverman, Prof., Elementary Education  
Dr. Alana Cline, Asst. Prof., FND  
Tony Montoya, Asst. VP, Multicultural Affairs  
Steve Gustafson, student  
Chris Porter, student  
Jory Taylor, student

**The self-study report will consist of 12 chapters, including:**

1. Introduction and Accreditation History
2. Response to Previous Visits
3. General Institution Requirements
4. Criterion One: Mission and Integrity
5. Criterion Two: Preparing for the Future
6. Criterion Three: Student Learning and Effective Teaching
7. Criterion Four: Acquiring, Creating, and Applying Knowledge
8. Criterion Five: Engagement and Service
9. Federal Compliance
10. Efforts to Solicit Third Party Comments
11. Summary
12. Request to Continue Accreditation

**NCA Comprehensive Visit  
October 2004  
Preparation Timeline  
October 2002**

<b><u>TASK</u></b>	<b><u>DATE (subject to change)</u></b>
Initiate planning the self-study process	<b>March 2002</b>
Notify Commission of Self-Study Coordinator, preferred dates for the visit, and any proposed changes in the statement of Affiliation Status	<b>May 2002</b>
Appoint Self-Study Steering Committee	
Select Sub-Committee Chairs	<b>June 2002</b>
Develop NCA Website	
Form Criteria Working Committees	<b>August 2002</b>
Charge to Steering Committee by Provost	<b>September 2002</b>
Steering Committee begins meeting	
Open Forums for faculty, staff and students with kick-off reception	
Present goals and objectives of NCA to Colleges, PASC, SPEEC, SRC, Faculty Senate, and Board of Trustees	
Criteria Working Committees meet to determine goals, objectives, and timelines	<b>October 2002</b>
Self-Study outline time/Self-Study plan due to Downey and Bottenberg	<b>November 1, 2002</b>
Review draft of the Self-Study Plan	<b>November 6, 2002</b>
Steering Committee reviews the Self-Study Plan, approves the plan and submits it to the Commission staff for review	<b>December 4, 2002</b>
Sub-committees gather data, interview, analyze, and develop draft reports for submission to the Steering Committee	<b>Dec'02–May '03</b>
Chairs participate in the Self-Study Coordinators Workshops and other programs at the NCA Annual Meeting	<b>April 2003</b>
Working committee writing teams prepare draft reports for submission to the Steering Committee	<b>2003</b>
Campus-wide update and input requested	<b>May 2003</b>
University writing team prepares draft to self-study report in consultation with team chairs	<b>June-Dec 2003</b>
Chairs send Commission information suggesting areas of focus for special team competencies, if needed	<b>December 2003</b>

Steering Committee analyzes information prepared, completed studies, prepares rough draft of Self-Study report	<b>January 2004</b>
Steering Committee circulates and receives reactions to draft report from campus and local community	<b>March 2004</b>
Chairs participate in the Self-Study Coordinators Workshops and other programs at the NCA Annual Meeting	<b>April 2004</b>
Editors compile final Self-Study Report	<b>April-May 2004</b>
Chairs send comments on proposed team members to the Commission	<b>May/June 2004</b>
Self-Study document completed and submitted to Board of Trustees, President, Provost, and Vice Presidents	<b>June 2004</b>
Chairs complete duplication of Self-Study Report, completes Basic Institutional Data forms	<b>June 2004</b>
Chairs send one complete set of evaluation materials to each member of the Evaluation Team and to the Commission staff liaison	<b>July 2004</b>
Begin preliminary campus preparation for visit	<b>July 2004</b>
UNC Comprehensive Evaluation site visit	<b>September 2004</b>