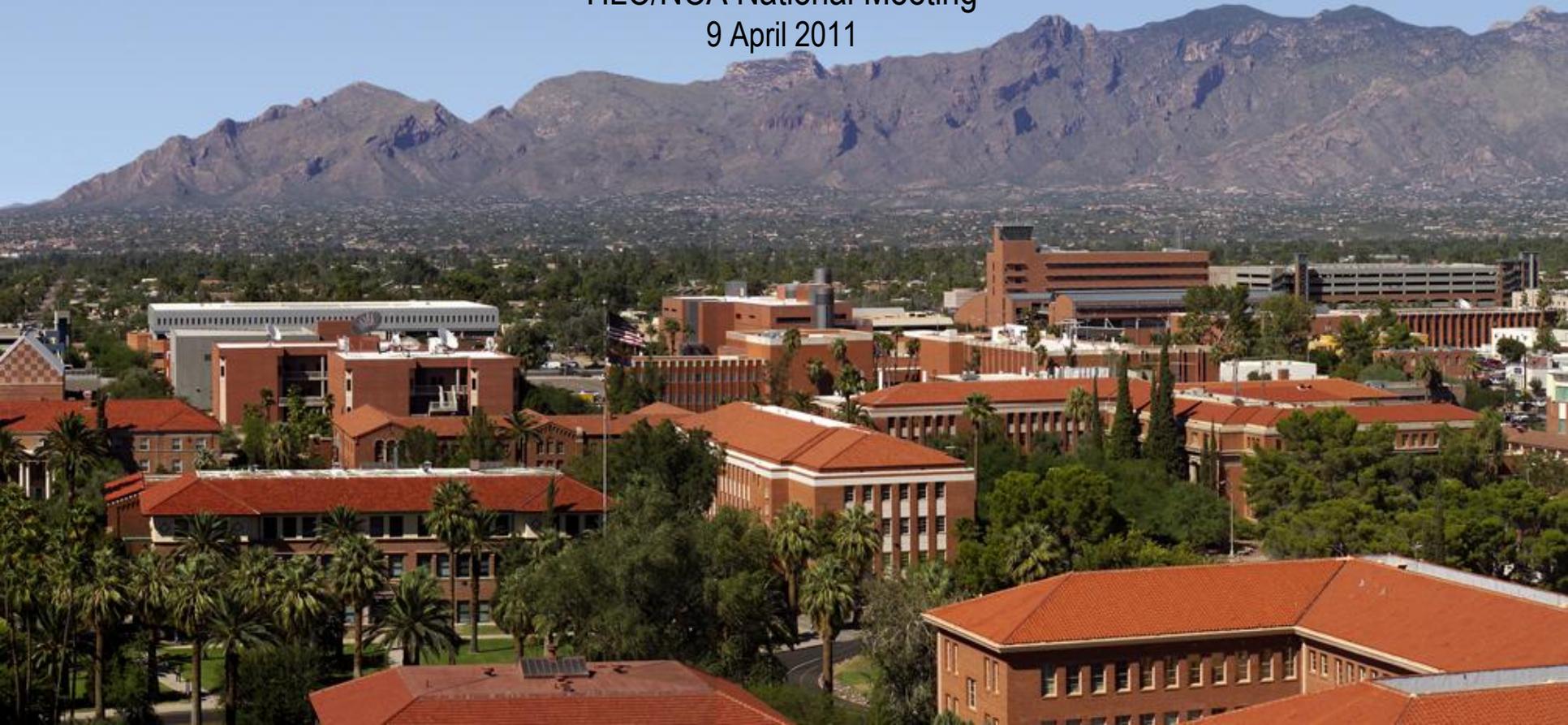


Gaining University-Wide Investment in the Self Study

Ed Frisch, Beth Mitchneck, and Randy Richardson
University of Arizona
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Introduction and Outline

Promoting Investment/Engagement

- University of Arizona Self Study printed in fall 2010 before Site Visit in December 2010
 - Come visit us at the PEAQ Self Study Fair tomorrow morning (shameless self promotion)
 - How do you keep the Central Administration appropriately engaged?
 - How do you keep important Campus and Off-Campus constituencies engaged?
 - How do you keep the Working Teams engaged during the multi-year process?

Engage individuals needed for the self study process early

- Start with campus President, Provost or Executive Dean
- President or Chief Academic Officer appoints committees/working groups
- Appoint Executive committee or working group to support project leader(s)
- Use steering committee to gain institutional perspective internally and externally
- Hold each other responsible for meeting deadlines

Why are Broad Engagement, Input & Communication Essential?

- Across campus to promote a sense that analysis is taking place and reduce any possible resistance
 - Leadership of faculty - own the curriculum/assessment
 - Engagement – staff, students, administrators, incl. data
 - necessary to carry out any program
 - the beneficiaries of programming and activities
 - Understand value and purpose of forward looking process
- Other constituencies – value of community
 - Shared governance including faculty senate and others
 - Alumni groups
 - Advisory groups broadly defined and context specific

Exercise to Promote Campus Engagement

Introduce yourself to two people around you (move if those are from your institution)

Now, with these two other people discuss:

- Within your institutional context, who is/are the key person or persons that must be engaged in the self-study process to insure success?

AND

- How are you setting up the working relationship(s) with these person(s)?

Organizing the Self-Study Process so the Working Teams Stay Invested

- Choose your teams carefully and purposefully
- Think about it as institutional capacity building
 - Choose teams for leadership potential
 - Look beyond usual suspects
 - Seek BROAD input
 - Who needs to be engaged to make the self-study happen
- Team chairs critical for success and investment
- Debate over level of guidance
- Regular delivery and feedback dates – check in
- Start earlier 😊

Organizing the Self-Study Process so the Administration Stays Invested

Communication is a two way street – feedback is important!

- Provide both formal and informal updates and progress reports to:
 - President, Provost or Executive Dean
 - Deans and Department Heads or Chairs
 - Steering Committee

Seek input from administration but manage the process for the benefit of the whole campus

Organizing the Self-Study Process so the Writers and Lead Team Stay Invested

- Communicate and communicate and communicate some more (and bring M and Ms)
- Start with premise that the writers (teams) produce drafts, not final text
 - Note that the general ideas and data are likely to stay intact but not necessarily the words
 - Prep the writers and lead team that final wording and choice of information lay somewhere else (identify the else)
- Show lead team and chairs drafts and ask for input, clarification and feedback
 - Ask for assistance and clarification; problem-solve jointly
 - Explain changes and why they were necessary
 - Show final version

11th Hour Problems

- **The Arizona Example**
 - Engagement
- **Activity:**
 - Spend a minute thinking of a Potential 11th Hour Problem in your setting
 - Share this Potential Problem with the person next to you (different institution)
 - Brainstorm how you would respond to this Potential 11th Hour Problem

University of Arizona Lessons Learned

- Timing – for writing, final preparation, to obtain evaluative information, resource room
- Know your campus environment and climate
- Promote engagement – early and often and broadly ... Communicate, Communicate, Communicate!
- Forward-looking process should not end with the site visit
- 11th Hour Problems can happen ... have a plan

Questions & Answers

- The one-page handout contains key points from this presentation and a link to:
 - this presentation
 - our Self Study (come see us tomorrow morning at the PEAQ Self Study Fair)
- Please visit the University of Arizona NCA 2010 Accreditation web site:
<http://nca2010.arizona.edu/>