

Goals and Overview of Self-Study Process

Our goals for preparing this self-study were to create an accurate and thoughtful analysis of our strengths and challenges, to identify action items that will guide our ongoing planning efforts, and to obtain broad campus participation with and input into the self-study document. We also wanted this task to be enjoyable for the members of the Accreditation Steering Committee who, over a two-year period, spent hundreds of hours preparing for the 2004 review. Through the process outlined below, we believe we have achieved these goals.

Spring 2002

Initiated contact with NWCCU: Kathleen Lukken, Associate Provost, attended the February 2002 NWCCU accreditation workshop in Seattle.

Established Steering Committee: We created a 22-member Accreditation Steering committee (see Table 1, page II) that met monthly from April 2002 through September 2004 to accomplish the following tasks:

- Become experts on the nine standards
- Create working groups for each standard
- Identify the evidence needed for standards
- Identify the format for evidence
- Create appendices and exhibits for self-study
- Identify and implement communication strategies across campus for the self-study process
- Write first drafts of assigned Standards
- Read and critique draft self-study materials
- Finalize fall 2004 visit logistics

Summer 2002

Began project management activities: A subset of the committee attended a project

management workshop in Salt Lake City. Subsequent to this workshop, we developed an aggressive project calendar and designed eight templates to standardize information collection.

Enjoyment: We created an original poem entitled, "Accreditation Nevermore" (apologies to Edgar Allen Poe) that was shared with various campus groups in the fall of 2002. We provided "stress kits" to committee members and made each of them promise, on pain of serious bodily harm or perhaps even death, that they would not leave WSU during the two-year accreditation preparation process. Finally, we made a commitment to provide chocolate at every Steering Committee meeting.

Fall 2002

Initiated campus awareness activities: During our opening-of-school meetings, our university president announced our plans for the self-study and the Steering Committee membership. The committee co-chairs attended division and college opening-of-school meetings to provide an overview of the accreditation purpose and process. We developed an accreditation web page for information sharing (<http://programs.weber.edu/nwreview/>).

Began writing self-study: We completed a draft of Standard One as a prototype that contained four sections: Purpose and Description, Changes Since 1994, Strengths and Challenges, and Next Steps. This format was subsequently used with all nine standards. We also analyzed each standard to determine the kinds and sources of information needed for that standard.

Maintained contact with NWCCU: Dr. Albert E. Johnson, NWCCU Associate Executive Director, visited WSU in October 2002 to orient the Steering Committee to the standards and overall visit logistics.

Enjoyment: We created a song entitled, "The Twelve Days of Christmas, Accreditation Style", and we hosted a Christmas Corn Dog Party for Steering Committee members.

Spring 2003

Began data gathering/feedback activities:

We began to gather exhibit materials, academic departments submitted their self-studies, full- and part-time faculty submitted vitae, and we created and administered a survey of full- and part-time faculty to gather information in support of Standard Four.

Wrote first drafts of the self-study chapters:

Working groups assigned to each standard wrote first drafts of these standards.

Maintained contact with NWCCU: Five committee members attended the February 2003 NWCCU accreditation workshop in Seattle.

Enjoyment: While in Seattle, committee members participated in a memorable and much-debated hot-sauce eating contest.

Summer 2003

Finalized the first draft of the self-study:

The Steering Committee reviewed and revised the first draft of all nine standards. We con-

Table 1. Accreditation Steering Committee Members

Member and Title	Assigned Standard(s)
Kathleen Lukken, Associate Provost Academic Affairs, Co-chair	1, 6, 9
Monica Mize, Professor, Physical Education, Co-chair	2
Jim Cox, Architect/Project Manager, Facilities Management	8
Don Gardner, Chief Information Officer, Information Technology	5
Victoria Gorrell, Vice President of University Relations	1, 7
Craig Gundy, Associate Dean, College of Health Professions	2
Nancy Haanstad, Associate Professor, Political Science	2, 4
Laird Hartman, Dean, Continuing Education	2
Kathleen Herndon, Professor, English Language & Literature	2
Warren Hill, Dean, College of Applied Science & Technology	2
Joan Hubbard, University Librarian	5
F. Ann Millner, President	All Standards
Marianne Madsen, Technical Writer	All Standards
Steve Nabor, Assistant Vice President for Financial Services	7
Dale Ostlie, Dean, College of Science	2
Kyle Poll, President, Weber State University Student Association 2003-04	3, 4, 6
Carl Porter, Executive Director, Academic Support Services and Programs	3
Shane Schvaneveldt, Professor, Business Administration	2
Brian Shuppy, Manager, Institutional Research	All Standards
Tony Spanos, Chair/Professor, Foreign Languages & Literatures	4
Toni Weight, Interim Vice President for Student Affairs	3
Catherine Zublin, Associate Dean, College of Arts and Humanities/Professor, Theatre Arts	4

tinued to gather supporting exhibit and appendix information.

Enjoyment: We composed an "Ode to Chocolate" to celebrate the amount of chocolate eaten by committee members during the course of the self-study.

Fall 2003

Finalized the second draft of the self-study: In November 2003, our second draft of the self-study was distributed throughout the five divisions and posted online. Feedback forms were provided in the print and online versions of the document.

Created executive summary of the self-study: We created a 25-page executive summary of the self-study and distributed this to our Board of Trustees and other institutional advisory groups.

Enjoyment: We created another original work entitled, "The Year Before Accreditation," set to "Twas the Night Before Christmas."

Spring 2004

Implemented campus-wide awareness and feedback campaign on the second draft of the self-study: We solicited and received written and verbal feedback from all areas of the campus, and we received focused feedback from targeted groups (vice presidents, academic deans, other deans and directors, student government senators, trustees, faculty senate members). We implemented an online "Accreditation Super Challenge" contest. Over a six-week period, more than 100 faculty, staff and students answered the daily Super Challenge questions and competed for prizes. Steering Committee members hosted "Meet the Self-Study Author" sessions at the Ogden and Davis campuses and distributed quizzes and prizes.

Finalized arrangements for the evaluation visit: We finalized the logistical details of the evaluation visit (evaluation team assignments, hotel, ground transportation, campus team room).



WSU Accreditors

Enjoyment: We designed an "Accreditor" logo and t-shirt for members of the Steering Committee who became known as the "Accreditors." The logo and photos of the Accreditors, part of our public awareness and feedback campaign, were used on posters, student newspaper ads, and Union Building table tents.

Summer 2004

Finalized the self-study, exhibit materials, and public notice: Based on the feedback we received, we finalized the self-study content and format. Our final editing session, the "Big Feed and Read," was held in June.

Approximately 45 individuals, including campus leaders and Steering Committee members, were invited for breakfast and to critique the self-study. We finalized all exhibit materials for the team room. In June and July, we sent out three public notices of our October 2004 evaluation visit. These notices were published in Cybercats and the E-bulletin, two WSU electronic communications (June and July) and in the Ogden Standard Examiner (July only). In August, we printed the final copy of

the self-study and in September, we mailed it to the evaluation team members and NWCCU.

Enjoyment: We prepared a welcome for the evaluation team breakfast on October 20, 2004

Fall 2004

Campus Orientation: We conducted a series of workshops and discussion sessions to prepare the entire campus for the site visit.

Evaluation visit: Our visit is October 20 – 22, 2004.

Enjoyment: We planned a post-accreditation party for November 2004.

Spring 2005

Attend NWCCU meeting: President Ann Millner, Kathleen Lukken, and Monica Mize will attend the January 2005 Commission meeting.

We gratefully acknowledge the support and assistance of the many individuals who worked tirelessly to complete this institution-wide project. The administration, faculty, staff, and students involved in its preparation present it with pride and hope that it will play a significant role in shaping the future of WSU.

The following is a list of individuals who contributed to the self-study.

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