Accreditation Committee Meeting Summary and Notes

February 27, 2014


1. Process Issues
   a. M. Potter: find an Index from the 2006 Site Visit Resource File, which will help Bob Frankeny structure the Electronic Resource File (ERF) for the 2015 Site Visit
   b. Lead Writers: produce a list of ERF items for their assigned Self Study sections and number the items according to Criteria and sub-criteria. Send the listed items to R. Toth in advance of next meeting (March 6, 2014)
      i. NOTE: The ERF will contain Faculty CVs submitted for performance reviews due in June of 2014; however, CVs of new faculty hired as of Fall 2014 will be added as well.
   c. Writing Team (D. Anderson & M. McDonald): develop a template for Self-Study writing contributions, with headings and layout instructions, to guide Lead Writers. NOTE: send the template to R. Toth for distribution to the Lead Writers.

2. Narrative & Tables
   a. M. Potter: request that Allen Pittler (University Counsel) review the Diversity Table 1.8.1 to confirm legality of target percentages
   b. Data Team (R. Brinza and B. Frankeny): populate data tables for FY-12 and FY-13; use September 2013 as snapshot date for faculty data tables
   c. S. Wisniewski and R. Brinza: For Criterion 1, R. Brinza will have Laura Schmid give the faculty ethnicity list to E. Feingold
   d. E. Feingold: Will consider options for clerical needs through Fall 2014

3. Departmental Contributions
   a. All: provide E. Feingold with data & narrative needs from departments by end of March
Accreditation Committee Meeting Summary and Notes

March 6, 2014

Attendees: D. Anderson, R. Brinza, C. Bryce, E. Feingold, R. Ferrell, M. McDonald, M. Potter, R. Toth, S. Wisniewski

➢ Process Issues
   ● R. Toth – will post the template for the Resource File up in “Box” with a version date on it that will update as information is inserted to the document.

   ● Decided to use the GSPH (Graduate School of Public Health) acronym instead of Pitt Public Health. This will need to be discussed with Dean Burke at some point

   ● Lead Writers: Review the big spread sheet in Box for their specified criterion and check to see if a source or measurables is listed under each of the specified criteria. If there is none listed, please make a note of that and either bring back to the committee meeting or figure out what that the source should be and put it into the spread sheet.

   ● D. Anderson –
      i. will revise the Self Study Report template and send to R. Toth to distribute to the committee;
      ii. will update the spread sheet in “Box” as she obtains the sections for each Criterion.

➢ Review narrative & tables for substantive matters
   ● Lead Writers -
      i. Contributions under each of the major four criteria will go first to the criterion lead for review.
      ii. For the “assessment” section of each sub-criterion, prepare a short list of strengths and weaknesses for discussion by the Committee.

   ● R. Brinza –send E. Feingold the raw data for fiscal years 12 & 13 to be entered into table templates using clerical staff

➢ Departmental contributions
   ● Any information needed from individual departments is due by the next meeting (3/20/14)

➢ Other matters
   ● Homework assignment for next meeting (3/20/14)
      i. Lead Writers – check Criteria to make sure that a source is identified for for all required qualitative and quantitative information.
Accreditation Committee Meeting Summary and Notes

March 20, 2014


1. Process Issues

a. Several criteria previously assigned to S. Wisniewski were reassigned to others, and the changes were entered in the Criteria Spreadsheet in Box.

b. The Criteria Spreadsheet in Box will be used for two additional purposes, and E. Feingold will add the two new columns:

   1) all committee members will identify documents to be placed in the Electronic Resource File (ERF); and
   2) Lead Writers will enter the submission date of first-draft Self Study sections to the Writing Team (D. Anderson)

c. All written contributions to the Self Study should be made to the Lead Writer: Criterion 1 – S. Wisniewski; Criterion 2 – E. Feingold; Criteria 3 and 4 – M. Potter.

d. M. Potter will contact CEPH to determine whether an Appendix to the Self Study is necessary, or whether all such material can be included in the ERF.

e. B. Ferrell will consider and report back on what metrics should be used in response to Criterion 4.1.d: how the School “assesses the qualifications of its faculty complement.”

2. Narrative & Tables

a. The Diversity Table 1.8.1 is still undergoing review by University Counsel Alan Pittler, as requested by M. Potter.

b. S. Wisniewski and R. Brinza will draft interpretive narrative for Table 1.6.1. NOTE: Criterion 1.6.b calls for data “since the last accreditation visit or for the last five years, whichever is longer.” The last site visit was in October 2006 in FY 2007; so the reporting period is FY-08 to FY-14.

c. R. Brinza will re-format Table 3.1.1, as specified by Criterion 3.1.c.

d. M. Potter will convey the Committee’s encouragement to the HPM Department to expedite its proposed faculty promotion in the Teaching Concentration. This will serve to demonstrate how the School addressed the perceived need for a process and standards for promotion of teaching faculty.
e. Committee members considered the potential weakness in use of the Practice Track for actual recruitment, promotion, and tenure processes. M. Potter asked the Committee for data and cases to demonstrate how these processes have been used.

3. Departmental Contributions

a. All: provide E. Feingold with data & narrative needs from departments by Friday, March 28, 2014.

4. Upcoming Committee meetings (at 3pm unless otherwise noted):

April 10, April 24 (2pm), May 1, May 15, May 29.
Accreditation Committee Meeting Summary and Notes

April 10, 2014


1. Process Issues

a. Actions pending from previous meeting:
   i. M. Potter will contact CEPH to determine whether an Appendix to the Self Study is necessary, or whether all such material can be included in the ERF.
   ii. Ferrell will consider and report back on what metrics should be used in response to Criterion 4.1.d: how the School “assesses the qualifications of its faculty complement.”

b. Self-Study Writing. To accommodate writing contributions to the Self Study, the B. Frankeny and R. Toth modified the organization of the Pitt Public Health Accreditation site in Box.(See attached Box Instructions for Pitt Public Health Accreditation).
   i. As modified, Pitt Public Health Accreditation in Box accommodates writing contributions to the Self Study directly from each Criterion Lead Writer as well as others. Lead Writers retain responsibility for all content of their assigned criteria.
   ii. D. Anderson will produce a consolidated copy of the Self Study at the end of each calendar month beginning with April 30, 2014. All Committee members will review and comment on the entire monthly draft.
   iii. Committee members can contact B. Frankeny (Frankeny@pitt.edu) for assistance in setting a shortcut to Box from their workstation computers.

2. Narrative & Tables

a. Actions pending from previous meeting:
   i. The Diversity Table 1.8.1 is still undergoing review by University Counsel Alan Pittler, as requested by M. Potter.
   ii. S. Wisniewski and R. Brinza will draft interpretive narrative for Table 1.6.1. **NOTE:** Criterion 1.6.b calls for data “since the last accreditation visit or for the last five years, whichever is longer.” The last site visit was in October 2006 in FY 2007; so the reporting period is FY-08 to FY-14.
   iii. R. Brinza will re-format Table 3.1.1, as specified by Criterion 3.1.c.
   iv. M. Potter will encourage all Pitt Public Health department chairs to advance faculty promotions in the Teaching Concentration.

b. Practice Track for Faculty. M. Potter will work with the FAPTC to improve the definitions of criteria for promotion and tenure in the Practice Track.
3. Departmental Contributions
   a. Master Spreadsheet. All Committee members should look at the column labeled “specific data requests for departments and faculty (does not include requests at PD level)” and make additions as necessary. E. Feingold will communicate these requests to the departments.

4. Upcoming Committee meetings (at 3pm unless otherwise noted):
   April 24 (2pm)    May 1    May 15    May 29
Accreditation Committee Meeting Summary and Notes

April 24, 2014


1. Process Issues

   a. Actions pending from previous meeting:

   i. M. Potter will contact CEPH to determine whether an Appendix to the Self Study is necessary, or whether all such material can be included in the ERF.

   ii. B. Ferrell will consider and report back on what metrics should be used in response to Criterion 4.1.d: how the School “assesses the qualifications of its faculty complement.” This will need to be reassigned to T. Reinhart

   b. Self-Study Writing:

   i. Authors will write in their sections in Box; B. Frankeny will consolidate a readable version will forward to Rhonda to send to the committee for the May 29th meeting

   ii. Committee members can contact B. Frankeny (Frankeny@pitt.edu) for assistance in setting a shortcut to Box from their workstation computers.

2. Narrative & Tables

   a. Data for diversity tables:

   i. Faculty: The FDC will monitor, make recommendations, suggestions, evaluate and will supply the data to us.

   ii. Staff: R. Brinza

   iii. Student: C. Bryce

   b. Labeling in the ERF: – B. Frankeny to write instructions of how to label the tables when putting them in “Box.” Difference between template numbering / table numbering. The giant table maybe put into the appendix.

   c. Actions pending from previous meeting:

   i. The Diversity Table 1.8.1 is still undergoing review by University Counsel Alan Pittler, as requested by M. Potter. Confirmed –Monday 5/5/14 @ 2 p.m.

   ii. S. Wisniewski and R. Brinza will draft interpretive narrative for Table 1.6.1. NOTE: Criterion 1.6.b calls for data “since the last accreditation visit or for the last five years, whichever is longer.” The last site visit was in October 2006 in FY 2007; so the reporting period is FY-08 to FY-14.
3. Departmental Contributions

   a. Master Spreadsheet. All Committee members should look at the column labeled “specific data requests for departments and faculty (does not include requests at PD level)” and make additions as necessary. E. Feingold will communicate these requests to the departments.
   i. CEPH Accreditation to-do list: E. Feingold will circulate it to the committee for final comment prior to sending out to the departments/faculty.

4. Upcoming Committee meetings (at 3pm unless otherwise noted):

   May 1       June 5       July 10
   May 15      June 26 (2 p.m.) May 29
Accreditation Committee Meeting Summary and Notes

May 1, 2014

Attendees: D. Anderson, C. Bryce, E. Feingold, R. Leaf, B. Frankeny, M. McDonald, T. Reinhart R. Toth

1. Process Issues

   a. Actions pending from previous meeting:
      i. M. Potter will contact CEPH to determine whether an Appendix to the Self Study is necessary, or whether all such material can be included in the ERF.
      ii. T. Reinhart will work with E. Feingold and possible M. Potter to discuss on what metrics should be used in response to Criterion 4.1.d: how the School “assesses the qualifications of its faculty complement.”

   b. Self-Study Writing:
      i. Timeline for 2014:
         • June 30 – a real draft of completed sections • July/August – editing / polish of self-study
         • September/October – add the 3rd year of data and finalizing of self-study, distribute internally for comment.
         • December 18 – Preliminary self-study document is due to CEPH

2. Narrative & Tables

   a. Actions pending from previous meeting:
      i. Labeling in the ERF: – B. Frankeny to write instructions of how to label the tables when putting them in “Box.” Difference between template numbering / table numbering. The giant table maybe put into the appendix.
      ii. The Diversity Table 1.8.1 is still undergoing review by University Counsel Alan Pittler, as requested by M. Potter. Confirmed –Monday 5/5/14 @ 2 p.m.
      iii. S. Wisniewski and R. Brinza will draft interpretive narrative for Table 1.6.1. NOTE: Criterion 1.6.b calls for data “since the last accreditation visit or for the last five years, whichever is longer.” The last site visit was in October 2006 in FY 2007; so the reporting period is FY-08 to FY-14.

3. Departmental Contributions

   a. Master Spreadsheet. All Committee members should look at the column labeled “specific data requests for departments and faculty (does not include requests at PD level)” and make additions as necessary. E. Feingold will communicate these requests to the departments.
      i. E. Feingold will request to attend Chair and Administrative Meetings
ii. CEPH Accreditation to-do list: E. Feingold will circulate it to the committee for final comment prior to sending out to the departments/faculty.

4. Upcoming Committee meetings (at 3pm unless otherwise noted):

   a. Issue regarding the May 15th meeting S. Wisniewski and E. Feingold may go to Harrisburg.

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>June 5</td>
<td>July 10</td>
</tr>
<tr>
<td>May 29</td>
<td>June 26</td>
<td>June 26 (2 p.m.)</td>
</tr>
</tbody>
</table>
Accreditation Committee Meeting Agenda

May 29, 2014

Report from Eleanor:
- info from program directors
- info from chairs/admins
- syllabi
- focus groups with alumni and employers
- disability numbers

Discussion items:

- What do we need to do to prepare for our June 23/24 retreat?
  Work that needs to be done in advance?
  Resources on hand?
  People on call?

- Bylaws update schedule
- Faculty governance
- Recent comments from Karen Hacker re "program management" experience
Accreditation Committee Meeting Schedule for Summer 2014

COMMITTEE MEMBERS: M. Baum, R. Brinza, C. Bryce, E. Feingold, R. Frankeny, G. Huber, R. Leaf, M. McDonald, M. Potter, T. Reinhart, S. Wisniewski

Note: Associate Deans Meetings are currently scheduled for 7/27 & 8/28; attendance of ADs requires cancellation of those meetings

<table>
<thead>
<tr>
<th>Weekly – Thursday’s</th>
<th>Time</th>
<th>Location</th>
<th>Able to attend:</th>
<th>Discussion Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10</td>
<td>3-4:30 pm</td>
<td>A731</td>
<td>M. Baum, R. Brinza, E. Feingold, B. Frankeny, G. Huber, R. Leaf, M. Potter, T. Reinhart may call in</td>
<td>Required data tables - Review current status of each table and discuss substantive and/or IT issues</td>
</tr>
<tr>
<td>7/17</td>
<td>3-4:30 pm</td>
<td>A731</td>
<td>M. Baum, R. Brinza, C. Bryce, E. Feingold, B. Frankeny, G. Huber, R. Leaf, T. Reinhart may call in</td>
<td>Criterion 2 – education</td>
</tr>
<tr>
<td>7/24</td>
<td>3-4:30 pm</td>
<td>???</td>
<td>Note: Associate Deans Mtg scheduled for 3:30 p.m. M. Baum, R. Brinza, C. Bryce, E. Feingold, B. Frankeny, G. Huber, R. Leaf, M. McDonald, S. Wisniewski; M. Potter &amp; T. Reinhart may call in</td>
<td>Criterion 2 continued</td>
</tr>
<tr>
<td>7/31</td>
<td>3-4:30 pm</td>
<td>A731</td>
<td>M. Baum, R. Brinza, C. Bryce, B. Frankeny, G. Huber, R. Leaf, M. McDonald, M. Potter, S. Wisniewski; T. Reinhart may call in</td>
<td>Criterion 3.1 – research; criteria 3.2 and 3.3 – service &amp; workforce development</td>
</tr>
<tr>
<td>8/7</td>
<td>3-4:30 pm</td>
<td>A731</td>
<td>M. Baum, R. Brinza, E. Feingold, R. Frankeny, R. Leaf, M. McDonald, M. Potter, T. Reinhart, S. Wisniewski</td>
<td>Criteria 1.6, 1.7, 4.1, 4.2 – budget processes, faculty count, faculty qualifications &amp; policies</td>
</tr>
<tr>
<td>8/14</td>
<td>3-4:30 pm</td>
<td>A731</td>
<td>M. Baum, R. Brinza, E. Feingold, R. Frankeny, R. Leaf, M. McDonald, M. Potter, T. Reinhart, S. Wisniewski</td>
<td>Criteria 1.1, 1.2, 1.3, 1.4, 1.5 – mission, evaluation, institutional organization, committees &amp; governance</td>
</tr>
<tr>
<td>8/21</td>
<td>3-4:30 pm</td>
<td>???</td>
<td>M. Baum, R. Brinza, E. Feingold, R. Frankeny, G. Huber, R. Leaf, M. McDonald, M. Potter, T. Reinhart, S. Wisniewski</td>
<td>Criterion 1.8 – diversity and cultural competence</td>
</tr>
<tr>
<td>8/28</td>
<td>3-4:30 pm</td>
<td>A731</td>
<td>Note: Associate Deans Mtg scheduled for 3:30 p.m. M. Baum, R. Brinza, C. Bryce, E. Feingold, R. Frankeny, G. Huber, R. Leaf, M. McDonald, T. Reinhart, S. Wisniewski</td>
<td>Criteria 4.2, 4.3, 4.4 – students, recruitment, admissions, enrollment, &amp; advising</td>
</tr>
</tbody>
</table>
Accreditation Committee Meeting Summary and Notes

July 24, 2014

From: Feingold, Eleanor
To: Toth, Rhonda J Cc Baum, Michele Dula; Boyd, Brittany; Brinza, Renae; Bryce, Cindy L; Frankeny, Robert J; Huber, George A; Leaf, Robin A; McDonald, Margaret C; Merz, Nancy J; Reinhart, Todd A; Wisniewski, Stephen R; Fair, Janet A

Here's the meeting recap:

Announcements:

• Work on organizing the ERF is underway.
• We should get a timeline for fall put together soon. I'll take a first shot at it. Accomplishments:
• We got most of the way through criterion 2. I thought it went very well. I got lots of great suggestions.
Next steps:
• If anyone has more criterion 2 feedback right now, try to send it by e-mail in the next few days.
• I will make all criterion 2 changes and send the whole thing to Maggie and Michele to start working on by middle of next week.
• At our next meeting (7/31) we will discuss 3.1, 3.2, .3.3.

Everyone who is in charge of those sections should have them drafted and in box by Monday night (7/28) so we can all review them.
Accreditation Timeline

July 29, 2014

2014-2015 Accreditation Timeline 8/1 draft (Eleanor)

Task

1st half Aug
2nd half Aug
1st half Sept
2nd half Sept
1st half Oct
2nd half Oct
1st half Nov
2nd half Nov
1st half Dec

Major components

Complete text
Get through the current writing and discussion process as scheduled
Generate data for tables
Faculty tables, grants, service, graduation data, strategic plan outcomes
Edit text
Edit tables
Collect materials for ERF*
Syllabi, CVs, practicum forms, example student work, misc. document
ERF web development*
Add final year of data
New grad survey, Natalie’s results, update student and faculty tables
Chase down loose ends of text and data
Review by dean
Internal comment period
Departmental review of data
Address comments
Final production and testing

* We need to decide what shape we want the ERF to be in when we distribute the draft for internal comment. I think I’d like to see a functional web page with a fully fleshed out table of contents, but not all links need to work. And it’s OK if some whole sections are still under construction (e.g. syllabi).
Accreditation Committee Meeting Summary and Notes

August 21, 2014

From: Feingold, Eleanor
To: Toth, Rhonda J; Baum, Michele Dula; Boyd, Brittany; Brinza, Renae; Bryce, Cindy L; Frankeny, Robert J; Huber, George A; Leaf, Robin A; McDonald, Margaret C; Merz, Nancy J; Reinhart, Todd A; Wisniewski, Stephen R; Fair, Janet A

Summary of 8/21 meeting:

• Reviewed progress on all tables
• Reviewed proposed ERF format
• Reviewed drafts of criteria 1.1 - 1.5

Agenda for 8/28:

• Review proposed list of site visit attendees/self-study reviewers. (Draft list is attached, as well as the CEPH sample).
• Review 4.1, 4.2, 4.3

Note:

• Eleanor will try to write up something later today summarizing our plans for review/production of tables (the ones that need to go to faculty or departments) so we can make sure we are all on the same page.
Accreditation Committee Meeting Summary and Notes

August 31, 2014

From: Feingold, Eleanor
To: Toth, Rhonda J; Brinza, Renae; Bryce, Cindy L; Frankenly, Robert J; Huber, George A; Leaf, Robin A; Reinhart, Todd A; Wisniewski, Stephen R; Baum, Michele Dula; Burke, Donald S; Dragone, Kathy Ann; Potter, Margaret A; McDonald, Margaret C; Kaplan, Marissa E; Derkach, Mary M

Overall timeline:

Time for the dean to review the document has been added to our timeline (attached). Eleanor will talk through this at the next operating committee meeting and council meeting. We need to make sure everyone has noticed that all of the writing and editing and discussing and re-writing needs to be done by the middle of September so that Maggie M and Michele can do their job for us.

Summary of 7/31 meeting:

We had a good discussion of 3.2. Maggie P will edit and then pass it on to Maggie M or possibly bring it back to us.

Agenda for 8/7 meeting:

We still need to cover 3.1 and 3.3, and we're additionally supposed to cover 1.6, 1.7, 4.1, 4.2.

If there are parts that won't be ready yet we can reschedule them for a future meeting. We only have an hour and a half, so probably we can't cover all of it anyway.
Self-Study Status Update and Notes

September 15, 2014

From: Feingold, Eleanor
To: Toth, Rhonda J; Baum, Michele Dula; Boyd, Brittany; Brinza, Renae; Bryce, Cindy L; Frankeny, Robert J; Huber, George A; Leaf, Robin A; McDonald, Margaret C; Merz, Nancy J; Reinhart, Todd A; Wisniewski, Stephen R; Fair, Janet A; Potter, Margaret A; Kaplan, Marissa E

Current status and timetable for the rest of the month:

• I have promised Dean Burke a complete copy of the self-study both electronically and on paper on September 26th. That’s a hard deadline - he’s leaving town. He’ll get comments back to us by October 10th. Maggie McDonald will also take it and do at least some of her work on it during that same period. That might be a good period for the rest of us to work on ERF documents, tables, end-of-year data, etc.
• I would love it if we could have a skeletal version of the ERF on our website somewhere by the 26th so that I can “give” that to the dean as well. If not, we should shoot for October 15th when we want to release it to everyone else.
•Criterion 4: I have edited as necessary to make it appropriate for general distribution, and I have handed it off to Michele to do her editing. From there it will probably go straight to Don and Maggie.
•Criterion 2: Michele has edited, and now I will go through one more time to make sure it’s appropriate for general distribution.
•Criteria 1 and 3: There’s still a lot of work to do, and a lot of us who need to do it. We can keep going full steam ahead for about one more week. I’ll really need to take over on the 24th (next Wednesday) to do the editing for general distribution before it goes to the dean. We can discuss, though. I don’t want to impose artificial deadlines that keep us from moving forward.
Accreditation Committee Meeting Summary and Notes

September 25, 2014

From: Feingold, Eleanor
To: Toth, Rhonda J; Baum, Michele Dula; Boyd, Brittany; Brinza, Renae; Bryce, Cindy L; Frankenyn, Robert J; Huber, George A; Leaf, Robin A; McDonald, Margaret C; Merz, Nancy J; Reinhart, Todd A; Wisniewski, Stephen R; Fair, Janet A; Potter, Margaret A; Kaplan, Marissa E

• We agreed on October 17 as the day to make the self study available. (We’re committed because the date will be in the review invitation letters.)
• Maggie P is working on a spreadsheet of everyone who will get invitation letters to review the self study.
• No meeting next week (2nd). Next meeting will be 9th, at which time we’ll discuss any final desperate things we want to finish before distributing the document.
• I will give the dean a complete copy of the document tomorrow, and will also e-mail it to the committee.
• I will talk to Maggie M separately about documents for her to edit.
• Michele is still working on criterion 4, so no one should be editing that right now. The other criteria are fair game, per instructions in my most recent previous e-mail.
• We discussed what we might want to review CVs for - everyone keep thinking about that. So far we have named publication counts, service, funded service, and non-academic practice experience. I will look into getting a student worker who can spend some concentrated time on that.
Accreditation Committee Meeting Agenda

October 9, 2014

1) Come up with some starter strengths and weaknesses for the blank sections. The parts to look at are 1.6de, 1.7ij, 3.1f, 3.2f, 4.2e, 4.3g, 4.4e. (Some of those are completely blank and some have a bit of text that we might want to improve on before distribution).

2) Talk through exactly what the “product” we want to make available on the 17th is - what it will look like, what functionalities it will have, any cover note that we make part of the document itself, etc.
From: Feingold, Eleanor  
To: Feingold, Eleanor  
Cc: Toth, Rhonda J; Brinza, Renae; Bryce, Cindy L; Frankeny, Robert J; Huber, George A; Leaf, Robin A; Reinhart, Todd A; Wisniewski, Stephen R; Baum, Michele Dula; Potter, Margaret A; McDonald, Margaret C; Kaplan, Marissa E; Derkach, Mary M  

All,  

We did not have a quorum for discussing criterion 2 at today's meeting. Instead, Robin and Bob and I had a good discussion about organizing the electronic materials (see below). This week's attendance award goes to George Huber, who wins a free cup of coffee on CPHP's machine.  

**** Important news for those who haven't already heard*****  

We have clarified with CEPH that the appendix/ERF are indeed the same AND THAT THEY ARE DUE AT THE SAME TIME AS THE SELF STUDY - DECEMBER.  

With updates in April. It took me a little while to wrap my head around all the implications, but here are the main issues and action items:  

1) We need to collect materials faster than we thought. The big things are syllabi and CVs. I'll get working on that ASAP. (Syllabi directly from faculty, CVs from departments).  
2) We'll need to do the web development work to create the whole ERF a lot sooner and faster than we thought.  
   2a) Staffing needs for that?  
   2b) How much of this needs to be done by Octoberish when we start making the self-study available for internal review? Or is December all we need?  
   2c) Production timeline? How long to actually create the web pages once the docs are collected? Or is it feasible to do it in stages? (I think so).  
3) A single ERF/appendix document implies that a lot of things will be completely public that we hadn't thought about making public. Examples include the CVs and syllabi, committee meeting minutes, diversity plan. We do have the technical ability to include these things and still make some of them private (visible to site visitors only). But we'll need to think through which are which. In the other self-studies they really let it all hang out. Washington has committee meeting minutes and student survey results all completely public, for example.
Accreditation Committee Meeting Summary and Notes

October 30, 2014

Attendees: Maggie P, Maggie M, Michele, Renae, and Robin

- There was a consensus that we, the committee needs to get together in “isolation” to work though the minor updates to the text and discuss the content (including the strengths and weaknesses).

- There will be a message coming out soon (Rhonda is out of the office until 11/4) to poll the committee on attending another 2 day retreat to do much of what I noted in the first bullet point. The dates to be selected from are DEC 3-5. They’d like to invite all of the committee members to attend but make it “mandatory” for those whose sections are being discussed (in a particular to be determined time frame). Maggie M will be the facilitator of the discussions on each criteria. It will be required that everyone read the entire document before coming. They are thinking to allow ~2 hours per criterion to discuss and review as a committee.

- Robin informed all of Eleanor’s plans to read through the submitted comments and incorporate the “worthy” ones into the text over Thanksgiving. For the December retreat to work efficiently the members will ask Eleanor to have the documents to be ready for the committee to read starting at the COB on DEC 1.

- Maggie P mentioned that Rhonda is receiving Word docs back with comments where people have not used track changes and are changing the document itself. Maggie asked Bob to place a statement up on the accreditation Web page with instructions to use track changes in Word or to submit hard copies with comments.

- Maggie P mentioned that for the four school-wide meetings on the criteria that instead of having Rhonda attend to take notes she’ll bring a recorder. The committee members in attendance, for whom the criteria are being discussed would be better served by taking notes.
Accreditation Committee Updates and Notes

November 20, 2014

From: Feingold, Eleanor
To: Toth, Rhonda J; Baum, Michele Dula; Boyd, Brittany; Brinza, Renae; Bryce, Cindy L; Frankeney, Robert J; Huber, George A; Leaf, Robin A; McDonald, Margaret C; Merz, Nancy J; Reinhart, Todd A; Wisniewski, Stephen R; Fair, Janet A; Potter, Margaret A; Kaplan, Marissa E

1) Michele has finished editing criteria 2 and 3. When you make further changes to those, please use a RED font so she can find the new text. She'll start on criterion 4 next.

2) We are having a retreat to discuss key SUBSTANTIVE issues that remain on December 3&4. I believe Rhonda has already talked to everyone who needs to be there. People more involved in document production do not need to be there, but are welcome. More info to follow.

3) We discussed strategic plan outcomes vs. self-study outcomes at the operating committee meeting (with guests) on November 5th.

Here's the upshot. Let me know if I've forgotten anything:

• Everyone owes Steve a summary of strategic plan results from last year and plans for next year, so he can write a report and attach it to the self-study.
• Everyone owes Steve completed sheets for all strategic plan outcomes by December 1. (Steve - should we wait for an edited template from Janet first?)
• Everyone should think about adding their quantitative self-study outcomes (e.g. Cindy 4.3F and 4.4C, Steve 1.6D, Maggie 1.8E) to the strategic plan (i.e. make sheets for them as above).
• Maggie will make sure outcomes for 3.2D match in self study and strategic plan.
• I owe Steve examples for i.7.I from other schools.
• Todd and Steve are working together on 3.1D and 4.1D.
Self-Study Retreat, December 3-4, 2014

Carnegie Room, Wyndham Pittsburgh University Center
100 Lytton Avenue, Pittsburgh, PA 15213

Agenda

Attendees: Brinza, Renae; Bryce, Cindy L; Feingold, Eleanor; Huber, George A; Leaf, Robin A; Reinhart, Todd A; Wisniewski, Stephen R; Baum, Michele Dula; Potter, Margaret A; McDonald, Margaret

Wednesday, December 3, 2014

8:30 a.m. Light breakfast
9 a.m. Self-Study revisions: Criterion 1
10:30 a.m. Break
10:45 a.m. Criterion 1 (continued)
12:00 noon Working Lunch
1:00 p.m. Self Study revisions: Criterion 2
2:30 p.m. Break
2:45 p.m. Criterion 2 (continued)
4:00 p.m. Adjourn for the day

Thursday, December 4, 2014

8:30 a.m. Light breakfast
9:00 a.m. Self-Study revisions: Criterion 3
10:15 a.m. Break
10:30 a.m. Self-Study revisions: Criterion 4
11:30 am Data annotations: sources and limitations
12:00 noon Working Lunch
1:00 p.m. Self-Study cover letter for Dean Burke
2:30 p.m. Break
3:00 p.m. Plan for finalizing and submission (both written & electronic)
4:00 p.m. Adjourn
Self-Study/ Associate Deans Meeting Agenda

February 27, 2015

1) Site visit planning
   - Agenda
   - Logistics
   - Rehearsals

2) Revised self-study
   - All substance done by end of March (see below)
   - Produce document and ERF April 1 – 17 (including proofreading and formatting)

3) Future meeting dates

Things to do with the self-study:
   - Updated tables
   - New developments (e.g. scholarships)
   - Revisions in response to questions:
     - Educational (Eleanor)
     - A bit more financial info (Renae)
     - More faculty resources
     - Met vs. met with commentary
     - OUTCOMES (see below)

For each outcome:
   - Who is responsible?
   - How was it developed (and with what input)?
   - How were targets set?
   - How is it used (feedback loop)?