CHAPTER ONE
The Self-Study Process
**Self-Study Process**

Preparation for the April 2006 decennial visit of the Higher Learning Commission (HLC) began informally in 2003 when Leonard J. Deutsch agreed to coordinate the effort and the Provost, Sarah Denman, held some brain-storming sessions about how to organize our effort and who to appoint to some of the main committees. A staff person was hired to provide crucial logistical support and to maintain the office of the coordinator.

At the first combined meeting of the Steering Committee and the Resource Committee (whose members were selected to serve as resources for the working subcommittees), on March 1, 2004, President Dan Angel gave the charge “to conduct a rigorous and useful self-study that would reflect upon what we do in such a way as to improve our effectiveness as an institution.”

By the next meeting of the Steering Committee on June 10, 2004, the Criterion Three committee had already met three times; the other committees had met once or twice. At this meeting a number of concerns were identified, such as the apparent lack of coordination for environmental scanning. We resolved to address this issue. It was decided at this meeting to appoint Dr. James Sottile as Chair of the Resource Committee.

On September 16, 2004, Dr. Mary Breslin met with the Steering Committee and the Resource Committee. Her visit is covered in the September issue of the *Self-Study Newsletter*. Dr. Breslin indicated she was impressed with the process that we were following and she thought our use of SharePoint would prove to be very beneficial. Vice President Jan Fox and Dean Leonard Deutsch subsequently gave a demonstration of SharePoint at the Higher Learning Commission’s annual conference in April 2005 in Chicago.

At the November 15, 2004 meeting of the Steering Committee, (1) Dr. Breslin’s visit was reviewed, (2) discussion of the upcoming national HLC meeting ensued, and (3) each of the
five Criterion Committees gave a progress report. It was evident that the subcommittees were working on all relevant core components.

In the fall of 2004, Self-Study coordinator Len Deutsch gave a progress report to the Faculty Senate as he was to do again in 2005. He also provided an update to the Board of Governors during the spring of 2005 and January of 2006. They voiced their appreciation for the information provided by the monthly Self-Study Newsletter and they expressed a desire to remain involved in the self-study process.

The Steering Committee met on April 4, 2005, just prior to and in preparation for the April 8-12 110th Annual Meeting of the HLC. Eight representatives from Marshall University attended the conference in Chicago, and the purpose of the April 4th meeting, in part, was to ensure best use of the time at national. The coordinator indicated that he had reviewed all the first drafts from the criteria committees and that the second drafts of the criteria committees were due May 15th, 2005. Everyone agreed that the evolving report should be distributed as widely as possible. The discussion regarding dissemination of the Self-Study and inclusion of constituencies is reflected in the April 4th minutes.

A meeting was held on April 22, 2005, to digest/process the lessons learned and ideas generated by the annual conference. A companion meeting was held on May 4, 2005. Some discussion was devoted to the changing demographics of our region and our student base, and how these changes need to be reflected in our self-study report.

A meeting featuring our new President, Stephen Kopp, was held on August 15, 2005. As the minutes reflect, discussion centered on obtaining constructive feedback from faculty and other constituencies. At this point, the entire draft of the self-study report was made available to all committee members via SharePoint, for comment and input. The nature of the Resource Room was discussed, as well as remaining tasks and a proposed mock visit.
In the fall of 2005, three members of the Faculty Senate, three members of the Graduate Council, three members of the Student Government Association, and a member of the Staff Council read the draft and provided feedback.

In January, an ad was placed in the leading area newspapers and run periodically on TV-channel 25 for two weeks. Written comments on the draft report continued to be made in response to the January Self-Study Newsletter which solicited input from the entire Marshall Community.

All minutes of the Steering Committee meetings are available on the SharePoint website.

Individuals serving on the various committees include:

- Dr. Stephen Kopp ...................... President, Marshall University ............................................ Steering Committee
- Dr. Leonard Deutsch ................. Dean, Graduate College ........................................... Steering Committee
- Mr. Layton Cottrill .................... Chief of Staff, General Counsel ........................................... Criteria 1, Co-Chair
- Dr. Eldon Larson ........................... Professor, Engineering ........................................... Criteria 1, Co-Chair
- Dr. Larry Stickler ...................... Professor, Music ....................................................... Criteria 1, Co-Chair
- Dr. Andy Sikula ......................... Assoc. Dean, Management ........................................... Criteria 1, Sect. 1A
- Mr. Don Van Horn ..................... Dean, College of Fine Arts ........................................... Criteria 1, Sect. 1B
- Dr. Stephen Cooper ................. Asst. Prof., Communication Studies ....................... Criteria 1, Sect. 1C
- Dr. David Hatfield ...................... Assoc. Professor, English ................................. Criteria 1, Sect. 1C
- Ms. Karen McComas ................. Assoc. Prof., Comm. Disorders ............................... Criteria 1, Sect. 1D
- Mr. Adrian Lawson ................. Instructional Television and Video ........................................... Criteria 1, Member
- Mr. Joseph Williams ................. Alumnius, Business Owner ........................................... Criteria 1, Member
- Ms. Leslie Pierson .................. Student Representative ........................................... Criteria 1, Member
- Dr. Lorraine Anderson ............... Assoc. Dean, Lewis College of Business ....................... Criteria 2, Co-Chair
- Dr. Steve Mewaldt ................... Professor, Psychology ........................................... Criteria 2, Co-Chair
- Mr. Herb Karlet .................. Sr. VP, Finance and Administration ........................................... Criteria 2, Co-Chair
- Dr. Marshall Onofrio ................. Chair, Department of Music ........................................... Criteria 2, Sect. 2A
- Ms. Alissa Sikula .................. Student Representative ........................................... Criteria 2, Sect. 2A
- Ms. Sherri Noble ................... Academic Budget Officer ........................................... Criteria 2, Sect. 2B
- Ms. Angela Bradshaw ............... Classified Staff Council Rep. ........................................... Criteria 2, Sect. 2B
- Dr. Arnold Miller ................... Exec. Dir., Computing Services ........................................... Criteria 2, Sect. 2C
- Dr. Jacqueline Agesa ................ Assoc. Prof., Finance/Economics ........................................... Criteria 2, Sect. 2C
- Dr. Tony Szwilski ................... Chairperson, Environmental Science ........................................... Criteria 2, Sect. 2D
- Dr. Christina Murphy ............. Dean, College of Liberal Arts ........................................... Criteria 2, Sect. 2D
- Ms. Elizabeth Hanrahan .......... Assistant Dean, College of Info. Tech. ............................... Criteria 2, Sect. 2D
- Dr. Robert Edmunds ................. Coordinator, Program Assmt. and Review ....................... Criteria 2, Sect. 2D
- Ms. Jean Miller .................. Chairperson, Art Department ........................................... Criteria 2, Member
- Dr. Elaine Baker ................... Professor, Psychology ........................................... Criteria 3, Co-Chair
- Dr. Sarah Denman ................ Provost, Sr. VP of Academic Affairs ........................................... Criteria 3, Co-Chair
- Dr. Frances Hensley ................. Assoc. VP, Academic Affairs ........................................... Criteria 3, Co-Chair
- Ms. Sandra Clements ....... Counselor II, Disabled Student Svcs. ........................................... Criteria 3, Member
Chapter 1 – Self-Study Process