MINUTES OF March 25, 2011, MEETING OF COE ACCREDITATION COMMITTEE

Present: Carriveau, Downing, Hall, Hess, Hickenbotham, Marcus, Siewert, Simpson, Thompson, Wolff

Minutes of the February 14 meeting were approved. Hickenbotham announced that the visit schedule is final and will be sent to the team chair today and then posted on the BHSU NCATE website to be accessible to Accreditation Committee members.

Faculty members are currently submitting student work samples and other items to Hickenbotham for the poster session. The session will include slides of the day-to-day interaction with diversity that occurs naturally on campus, a large table with student work samples, and displays attached to the room dividers. The committee discussed broadening the scope of samples and displays and added multiple new elements.

Acting on a suggestion from Hess, the presentation subcommittee will re-think the PowerPoint presentation. The subcommittee will retain the categories of information suggested in NCATE guidelines and requested by the offsite NCATE team but make some changes to ensure the atmosphere is informal and participatory during the orientation.

Writing team members are currently drafting a narrative to be added to the *Addendum* to guide the onsite NCATE team in finding the evidence they need to validate (as per the Offsite Visit Report). Drafts of the narrative for each standard will be submitted to Hall, who will edit and structure the final document. She will have a draft of the narrative ready Monday, March 28, and will have received all exhibits from the writers by Thursday, March 31. Hall will submit all items to Thompson, who will post the *Addendum* narrative and exhibits on the BHSU NCATE website.

Wolff will contact Erin Holmes and Melissa Woodall to arrange a meeting regarding preparation to generate reports from assessment data quickly upon request during the visit. This is one request that is expected.

Hickenbotham announced confirmation of dinner at the Bum Steer Restaurant on Sunday, April 3, rather than on campus. She confirmed that drivers are committed to meet NCATE onsite team members at the airport and reported completion of many other details.

The meeting was adjourned. No additional meetings were scheduled.

Submitted by Pat Simpson March 25, 2011