

Utilizing Existing Institutional Structures & Long-Range Plan in the Self-Study Process



Robert Morris University - Illinois

RMU at a Glance

- Private, not-for-profit, multi-campus institution
- Offers Associate, Bachelor, Graduate degree programs
- History with HLC
- Utilized process in focused visits

Organization of Self-Study

- President assembled Steering Committee of faculty and staff (25 people)
 - Reflect all operational areas of University
 - Range of experience: multiple positions/years of service
 - Faculty involvement
- Leadership Team
 - Provide direction and guidance through process
 - Writing Team
- Criterion Evidence Teams
 - Steering Committee broken into 3 groups

Steering Committee

- Criterion Evidence Teams
 - › Chaired by Leadership Team
 - › Criterion 1 and 5
 - › Criterion 3 and 4
 - › Criterion 2
- Met regularly to address each Criterion and its core components
- Interacted with key administrators, operational managers, faculty, and standing committees

Meeting Schedule

- Steering Committee met quarterly
- Criterion Committees met every 2 weeks
Dependent on deadlines

Say YES to Assessment

- Use existing committee structure to gather evidence, research, and deliver critical documents or summaries
- Focus on
 - › Evidence Lists
 - › Opportunities/Areas of Inquiry
- Self-study process became part of 'life at RMU' for nearly 3 years

Making it Part of the Culture

- Leadership Team became visiting committee members

Promoting the Self-Study process within departments

- HLC Steering Committee presented at existing campus and department meetings on self-study process and criterion

Made it focus of meeting rather than holding additional meeting

Making it Part of the Culture

- HLC training sessions held at Senior Manager quarterly meetings

- Train the Trainer

Workshop Examples

- Discussions on key terms used within University system (collegiate, diversity, constituents, integrity)
- Mission
- Departmental mission review
- RMU Ribbon dissemination

- Articles in various University publications

Celebrating Milestones

- Meeting with the President
 - Invitation to participate sent to members
 - Presided over inaugural meeting
- Steering Committee meetings held during lunch time, with lunch provided
- 1 Year: Recognized key Criterion Committee members by Leadership Team
- 2 Year: Anniversary cake and party
- Final celebration luncheon after site visit

Celebrating Milestones



Long-Range Plan

- Centennial Long-Range Plan was being built during self-study process
- Open meetings mirrored self-study process of information-sharing and evidence-gathering
- Evidence gathered to support a strength or identify opportunity necessitated inclusion in the LRP and in Final Report

Success of Process

- 10 years of accreditation
- No follow-up or concerns noted
- Cohesiveness among the RMU community through reflection on our mission and the impact WE have on student learning and development
