

## University of Delaware

### Charge to the Middle States Working Groups

February 8, 2019

*Revised June 24, 2019*

The University of Delaware Middle States Working Groups will contribute to the Self-Study Report and Evidence Inventory for the university's Middle States Commission on Higher Education (MSCHE) accreditation review. Over a two-year period beginning in February 2019, the Working Groups will conduct a robust review and evaluation of the university's programs, practices and policies relevant to their MSCHE Standard. Reporting to the University of Delaware Middle States Steering Committee, each Working Group will:

- 1) Review the criteria for their MSCHE Standard in light of our mission and strategic priorities.
- 2) Determine which of the five priorities from the strategic plan (may be more than one priority) to incorporate into the discussion of the Working Group's Standard.
- 3) Clearly define the key terms within the Working Group's Standard, particularly as they relate to measurement of procedures, processes, and outcomes.
- 4) Identify existing evidence relevant to that Standard along with any gaps in evidence for their Standard.
- 5) Identify UD community groups that are most important for providing input into their standard and coordinate with the Steering Committee to schedule those meetings.
- 6) Engage in thoughtful discussion and analysis of the work of the university in light of our strategic plan and their MSCHE Standard.
- 7) Develop a draft outline of their chapter (a) indicating which priorities they will emphasize, (b) linking each criterion to existing evidence or determining what data need to be gathered to address a specific criterion, (c) analyzing the existing evidence in light of the criteria for their Standard, (d) developing the themes or story they will tell about the work of the university through their chapter, and (e) highlighting specific programs, processes and achievements that help to tell the UD story.
- 8) Hold meetings with selected groups and/or contribute to meetings conducted by the Steering Committee to gather input from the larger university community, report on the progress of Self-Study.
- 9) Submit Report 1 by **April 30, 2019**. Report 1 will include the outline of their chapter and evidence needed for their Standard.
- 10) Steering committee sends chapter outlines back to Working Groups with comments by **August 15, 2019**.
- 11) Submit first draft of their chapter by **November 22, 2019**. This draft will include the Working Group's analysis of existing data but recognizes that there may still be gaps in evidence. Draft chapters will link criteria for their Standard to specific

- evidence documents uploaded to the university's internal evidence inventory. The draft will also include the Working Group's initial or preliminary recommendations. The draft chapter should clearly address the following: (a) in what ways does the university meet expectations or exceed their Standard and its criteria; (b) what specific evidence demonstrates compliance with their Standard and its criteria and where is this evidence documented; (c) are there gaps in policies, procedures, or structures that may suggest the university is not in compliance with their Standard and its criteria; (d) in what ways can the university strengthen university-wide efforts related to their Standard and its criteria, particularly for student-oriented key performance indicators; and (e) are there opportunities to improve student learning, institutional effectiveness, and progress towards the university's mission, goals, and strategic plan and how can all of this be supported by assessment?
- 12) Revise chapter based on feedback from the Steering Committee and any new data collected in the summer and fall of 2019. Consider the Working Group's recommendations in light of the recommendations and analyses reported in the other Self-Study chapters. Self-Study chapters will be posted for comment from the university community by the **end of March 2020**.
  - 13) Present findings at meetings with selected groups to gather community input during **spring 2020**.
  - 14) Prepare a revised chapter for the draft Self-Study Report to be submitted to the Chair of the External Review Team in **fall 2020**.
  - 15) Finalize their chapter based on the comments of the Chair of the External Review Team in **December 2020**.
  - 16) Participate in the MSCHE Review Team's site visit in spring 2021.