



Coppin State University Self-Study 2005-2007

**Prepared for
The University Self-Study Team
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Prepared By:

**Dr. Phyllis Curtis-Tweed and
Mr. Richard Jones
Medgar Evers College**



The Middle States Self-Study process will enable Coppin State to:

- Examine the accomplishments, strengths, challenges and future opportunities relative to the standards as outlined in the Characteristics of Excellence.
- Develop solutions to issues, challenges and problems identified.
- Identify opportunities for growth and development.
- Celebrate your successes



What the Self-Study process will enable your College community to do:

- Understand, evaluate and improve, rather than describe or defend what you do as an institution.
- Analyze, plan and develop recommendations and approaches for the future.
- Utilize the Characteristics of Excellence as a context of reference.



Some of the Questions to be answered:

- Has your institution clearly established its objectives?
- Are programs and resources organized to meet your objectives?
- Is your institution achieving its objectives?


WHAT IS THE SUPPORTING EVIDENCE?



The accreditation process requires that institutions and programs examine their own missions, goals, operations, and accomplishments. Further, it requires that institutions assess the quality of their programs and assess the institutions' effectiveness in fulfilling their missions and achieving their goals.



Goals of the Self-Study

- To facilitate the involvement of faculty, staff, students, community stakeholders, and the community in general, in a thorough, well organized and comprehensive self-study process;
 - To determine the extent to which the College is fulfilling its mission and goals;
 - To develop a document that assesses the strengths, accomplishments, challenges, resources and opportunities relative to the College mission;
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Goals of the Self-Study

- To produce a “living document”
- To enhance and enrich the existing planning processes






Goals of the Self-Study

- To promote a college-wide awareness of the importance of assessment
 - To identify quality assurance methods that are evidence-based and that provide the basis for analysis, implementation, and planning.
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Goals of the Self-Study

- To produce a document that enables the institution to assess its academic outcomes, administrative services, student support services
 - To promote a college policy and procedure that reflects the principles of assessment and rigorous review;
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Goals of the Self-Study

- To develop a systematic approach for evaluating the College's achievements and activities against national and international benchmarks
- To utilize the outcomes and feedback from faculty, staff, students, and stakeholders as a basis for improving the institution

Goals of the Self-Study

- To strengthen the college assessment plan and to utilize the 14 Standards identified in Characteristics of Excellence as pillars for the College's commitment to continuous institutional improvement.

Conducting the Self Study

- ✓ Identify institutional outcomes.
- ✓ Identify criteria that measure intended institutional/program outcomes.
- ✓ Identify institutional strengths and issues requiring action based on Standards.
- ✓ Collect data based upon the criteria and fundamental elements.



Things to remember throughout the Self-Study Process:



**The approach should focus on
analysis and planning**

versus



a description of activities-

an important distinction!









Reports from Sub-Committees

Demonstrated Outcomes:

- ✓ How does the institution satisfy accepted standards for Middle States Accreditation?
- ✓ Are the goals and plans for improvement realistic?
- ✓ Are Methods of inquiry qualitative and quantitative
- ✓ Are we true to our mission and founders' vision?
- ✓ Have our students been transformed?
- ✓ Are we still excited and hopeful for the future?



In responding to Sub-Committee charge questions, keep in mind that the following should be addressed:

- ✓ Is the institutional mission fulfilled?
- ✓ Are intended institutional, program, and learning outcomes implied or stated?
- ✓ Are achievements assumed or assessed?
- ✓ Are outcomes achieved? If not, why not?
- ✓ How do you know?
- ✓ What do you have as evidence?

Potential pitfalls in writing the Self-Study:

- Mission, goals, & activities aren't in synch.
- Lack of assessment and analysis, description with no analysis.
- Future planning relying on non-specific aspirations.
- Data not tied to planning, assessment, or effectiveness.
- Asserting that something is too “special” to benchmark.
- Unsubstantiated assertions that students have learned; using conflicting or confusing data.
- Allowing individuals to block progress.
- Lack of synthesis across Standards.



Ultimately, the Self-Study Report should:

- Present the institution in a coherent, concise, and objective manner;
- Present the institution in an upbeat, honest and forthright manner, reflecting a consistent style.

The Initial Draft of the Self-Study should be:

- Concise
- Readable
- Substantial
- Incorporate evidence in the narrative as well as in charts and graphs



The Steering Committee review process will ensure that the Self-Study Report should:

- Be brief with substance throughout (not more than 100 pages).
- Ensure that the Executive Summary prefaces the report.
- Review implementation incorporated into ongoing planning and assessment activities for process of continuous improvement.
- Ensure that the Sub-Committees complete their work for review by Steering Committee no later than 2 months prior to MSA Team visit.

What's in it for Coppin State University?

The Self-Study can:

- Be a catalyst for change
- Provide assurance of compliance with quality standards
- Provide a comprehensive organizational analysis
- Validate activities and outcomes
- Identify strengths and opportunities for improvement



Responsibilities of the Sub-Committees

- Provide minutes of committee proceedings;
- Present a monthly summary of research, reports, and actions to the Steering Committee Chair and Vice Co-Chairs;
- Creating a final Standards Subcommittee report as based on the charge questions;
- Participating in College and community forums regarding the Self-Study; and
- Responding to comments, recommendations, etc., provided by the Self-Study Steering Committee.

Self-Study Subcommittee Report Format

- The report should range from 20 to 30 pages, exclusive of documentation or appendices.
- Subcommittees must meet report submission deadlines. Helpful to have a self-study website in place to provide an on-line forum, as well as serve as a document library.



Editorial Style and Format for Self-Study Subcommittee Reports

The final report for submission is to be no longer than 100 single spaced pages or 200 double spaced pages. Since the Steering Committee will receive documents from several offices, you should request that individuals adhere to this style sheet to facilitate the ongoing writing, editing, and merging of multiple documents into the final self-study document.



Tips to Writing the Self-Study Report

- Fundamental Elements should not be seen as a checklist, but as a guideline- Look at it as a Gestalt;
- Review the *Designs for Excellence*;
- *Mission Statement should be tied to measurable and achievable goals*;

Tips to Writing the Self-Study Report

- Standards are very clear:
 - Examine your strengths
 - Develop solutions to challenges
 - Prioritize problems: Concentrate on what you can improve
 - Identify opportunities for growth and development

Tips to Writing the Self-Study

- Show evidence, data and analysis;
- Prioritize challenges (problems): Concentrate on what you can improve;
- Articulate what you've learned and where you're going as a result of the analysis

(Close The Loop)

Self-Study Timeline

Key Milestones



COPPIN STATE UNIVERSITY

Nurturing potential...Transforming
lives



You are all an essential part of the
Coppin State University Team
Coppin State can't succeed without you!
Coppin State will succeed with you!