Memorandum

To: COUNCIL, Questionnaire and Template Committee—Mary Liu Bilek (CHAIR), David Brennen, Jim Hanks, Mathew Kerbis and Phyllis Thompson

From: William Adams and Sam Kwak

Date: February 3, 2020

Re: 2020-2021 Drafts of SEQ, Site Report Template and the Annual Questionnaire

We have prepared the drafts for the 2020-2021 versions of the Site Evaluation Questionnaire (SEQ), Site Report Template (SRT) and the Annual Questionnaire (AQ) for your general review. Each of the drafts are attached to this memo and shows changes from last year’s versions. Most of the changes are clean-up updates and trying to conform the SEQ and SRT to line-up better together, but specifically, we wanted to highlight some of the more substantive changes or policy questions below:

- **SEQ**
  - Q11(d):
    - In requesting the Law School’s financial plans, we specify “next five years.” We were wondering whether we should be this specific. We realize that we’ve been asking this for a number of years but still wanted to get the Committee’s input on this.
    - *Committee recommends: “next three years.”*
  - Q33(a)(4) & (5):
    - We added some new questions to address the DOE’s focus on distance education (e.g., how many distance ed courses does the Law School offer and what is the maximum number of distance education credits allowed).
  - Q34(g)(2):
    - As we are no longer regularly visiting foreign programs, we wanted to schools to provide us more information during the sabbatical visits process. Last year, we added a new Supplemental Questionnaire for the schools to provide to the site teams. This year, we’re wondering whether the request for the last ten years of student evaluations is too strenuous.
      - *Committee recommends: “summarize the student evaluations [for the last accreditation period].”*
  - Q43(e):
    - New question to formalize the Non-JD Committee’s approach to address “no interference with JD programs” which has been subsequently adopted by the Council.
      - *Committee recommends: “Describe the policy...”*
Q78(d):
- We’re wondering whether this question is necessary re: building history.
  - Committee recommends: keep this question the same.

SRT
- Q11(d): Same question as in the SEQ
- Q12(c):
  - Proposed deletion of the request to attach the audited financial statements to the SRT. When we added this new item last year, we didn’t think through how large the audited financial statements are (i.e., some 40-80 pages each).
- Q33(a)(4) & (5):
  - Same changes as reflected in the SEQ
- Q34(g):
  - Now that we’ve added the new foreign programs supplemental questionnaire to the SEQ, we would like to have the Site Team review and report on it, instead of merely reporting on the list of the foreign programs.
- Q43(e):
  - Same as SEQ change.

AQ
- Part I
  - Q8: updated request for separate URL to Bar Passage Data
  - Similar to SEQ and SRT, added Q21 (Indicate the number of Distance Education credit hours the school offers)
    - Committee recommends: qualifying “In the last year…”
  - Added Q22 (Indicate the maximum number of Distance Education credit hours a student is allowed to take)
  - Removed Fees Portion of Q25 and turned it into new added Q26 (table for Fees charged annually)
- Part II
  - Added Q8 (How many students were made to restart their studies that were not dismissed) to catch “readmitted” students who were never fully dismissed
  - Revamped Q19 (Non LSAT admissions data) to accommodate percentile calculations going forward
    - Committee: Continue discussion
- Part III
  - Split total enrollment for non-JD programs into JD enrollment and Non JD enrollment
- Part V
  - Added definitions for Co-curricular offerings and Seminars
  - Elaborated on Administrator definition
    - Committee: Continue discussion
- Part VI
  - Added clause in Q1 and Q2 regarding state funded/budgeted schools (If a university/state funded school, how much more or less did you spend of your budgeted amount)
Committee: Continue discussion

- Part VII
  - Merged Summer and Semester foreign programs
  - Now split between programs offered exclusively to the law school’s own students and co-sponsored programs/programs open to all ABA-Approved Law school students

- Reports
  - Report 4: switched Total w/ Minority columns
  - Non-LSAT Table – revamp presentation of individual score section for non-composite tests