MIDDLE STATES STEERING COMMITTEE
December 14, 2012
FOB Conference Room 11 a.m.

Present: J.D. Delong, Sarah Todd, Brandon Baldwin, Mary O’Horo-Loomis, Sue Law, Karen Spellacy, Patty Todd, Feng Hong, Christa Kelson, Terry Waldruff

Absent: Michelle Currier, David Norenberg, Carli Schiffner, Mark Howlett, Martin Liu

Guest: Nicole Dunnan, Assistant to Vice President/Provost

1. Approval of November 16, 2012 Minutes

Approved as written.

2. Discussion of Visiting Team Appointments

   a. Visiting Team list reviewed and no conflicts. Will wait for Executive Cabinet and Carli to review. It was noted that many of the MS Team members have specialty in assessment.

   b. Assigning Steering Committee Contact for Each Team Member – Each member of the MS team will be assigned to a committee member. Contact person will set up meetings for each member. Dr. Martin to send list to J.D. by 3/15/13 of who team members want to meet with.

   • William J. Martin - J.D.
   • LaShawn Carol Bane - Sarah
   • Ceil Connelly-Weida - Karen
   • Thomas Glaser - Kyle
   • Stephen W. Hahn - Mary
   • Alan K. James - Molly
   • Lisa C. Klein - Feng Hong
   • Laurie Pierce - Deb Backus
   • Sara A. Winchester - Natalie

   SUNY Central Representative
   • Linnea LoPresti - Karen

   c. Logistics Going Forward

      i. New Deadline for Self-Study-2/8/2013 – Will circulate one more draft by mid-January. J.D. will only mark areas where changes were made so won’t have to read the entire document. We are supposed to get budget piece by 1/15/13 so will send that out. Need to test all links as well.
ii. Arranging Travel for Team Members

Dr. Martin wanted us to arrange travel. Sandy Livernois will be doing same. If needed, Karen will find support. (Michaela, Nicole, etc.) Sandy will be point of contact. Many MS Team members live within reasonable travel distance so car travel suggested.

iii. Dining and Refreshments for Team Members

The Committee agreed on the following:

- Executive Team and Steering Committee dinner will be on 3/24/13 at 6 p.m. in the Goolden Room. This will be the only non-business part of trip.
- Meal cards will be issued for other meals on campus and they can use any eatery they want to.
- The other dinners for the team will be at the Best Western.
- Morning and afternoon refreshments will be in the room that they are using on campus.
- Welcome baskets will be in the guest rooms. These will be modest.
- Box lunches will be available when they leave Wednesday to take with them.

3. Middle States Conference: J.D.’s notes from the conference

   a. HEOA information on front page of our website. J.D. didn’t see it. Sarah noted that it is there but it takes a few clicks to get to it. They will check into it. Some must be one click away and others can be two.

   b. Using Strategic Goals and Objectives as part of professional reviews to satisfy institutional assessment could be considered in non-academic areas but unions would have to be involved.

   c. Chancellor Zimpher spoke on last day. Her theme was education is a business and should be run like a business. SUNY will be a leader in shared services. She challenging MS to lead in this area (shared presidents).

J.D. felt we had what evaluators are looking for at site visits covered.

4. Supplemental Information requested for Middle States – J.D.
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a. Transfer Credit-Pam Levendusky, Kathy Limoges and Nicole Dunnan- establish policy for transfer – articulation agreements

b. Title IV default rate-Kerrie Cooper has already provided the information

c. Online Student Identity Information-Kyle Brown – Process in place to confirm person taking on-line class is that person. Our policy is based on SUNY Central recommendations.

d. Credit Hours per course-Liz Erickson (Curriculum Committee) – Procedure established to assign credit hours for course.

J.D. will submit this information through web portal by 1/15/13. J.D. thinks MS will write this for the teams and pass along.

5. Update on Document Room Committee

a. Non-Written Items to Showcase-David Norenberg – Dave has whole list – will be meeting in Room 212-214 on 1/10/13. Any other ideas - submit to Dave.

6. Next Meeting-January 25, 2013 (Friday) from 11:00 a.m. to Noon (FOB 620)

J.D. wants feedback on draft by that time and probably one last review after that before it is sent out on 2/8/13.

7. Reminder-Tentative Meeting Schedule for Next Semester

All meetings will be held at 11:00 a.m. in FOB 620.