MIDDLE STATES STEERING COMMITTEE
Faculty Office Building-620
October 21, 2011 10:30 a.m.

Members Present: Bruce Alexander, Brandon Baldwin, William David Barnes, Michelle Currier, J.D. DeLong, Feng Hong, Mary O'Horo-Loomis, Sarah Todd, Terry Waldruff.

Absent: Mark Howlett, Christa Kelson, Sue Law, Martin Liu, David Norenberg, Patty Todd, Carli Schiffner, Karen Spellacy.

Work Group Team Leaders Present: Kyle Brown, Elizabeth Connelly, Patricia Cassara, JoAnne Fassinger, Shawn Miller,

Absent: Daniel Gagliardi (excused), Jeffrey Taylor

1. Approval of September 30, 2011 minutes

Minutes were approved as written

2. Update on Work Group progress

Kyle Brown, Betty Connelly, JoAnne Fassinger, Shawn Miller, Pat Cassara all gave reports on the status of their work groups. J.D. DeLong reported for Dan Gagliardi’s work group from information submitted by Dan.

Betty Connelly reported that some preliminary responses had been posted in Angel and her group was waiting for survey data to answer two additional questions.

Kyle Brown reported that his group was working and should be able to meet the 11/15 deadline for submissions.

JoAnne Fassinger reported that her group lost one member (Julie Parkman) who could participate because of other work commitments.

Pat Cassara reported that her group is progressing and has a new member (Nicole Campbell).
Shawn Miller reported that her group is on schedule, but that College Council member Tom Sauter was unable to participate because of other work commitments.

3. **Status of Middle States Survey**

David Norenberg and Sarah Todd are finalizing the Middle States survey instrument and it should go out to the campus soon. Some concern expressed by work group members that they might not have the data in time to meet the submission deadline for their work groups.

4. **Status on Information Collection for Data Repository**

The data repository is nearly complete. Discussion regarding whether Middle States will allow us to submit all the Middle States data electronically or whether a document room will still be required. J.D. DeLong reported that he is attending a Middle States conference in December and one of the sessions is on writing the report. He will ask Middle States about the document room versus electronic submission issue.

5. **New folders in Angel for submission**

J.D. DeLong reported that there is a now a folder in the Angel Middle States shell for Work Group submissions. He asked that each Work Group chair use that folder when submitting Work Group reports to the Steering Committee. He also asked that each Work Group submit one response for each standard they are covering and that each response:

1) Fully Answer the questions asked in the Self-Study Design Document  
2) Provide Data or citations to data to support each answer  
3) Make sure that the group’s submission(s) cover all aspects of the Middle States standard(s) the particular work group is charged with answering  
4) That each Work Group make a series of recommendations for changes/improvements to the College as a result of what they discovered in preparing their responses.

6. **Committee Approved Review Team Structure.**

The Steering Committee approved the structure for the review of Work Group submissions presented by J.D. DeLong. William David Barnes suggested that it be made clear in the document listing the review team structure that it be made clear that the Work Groups chairs are only liaisons to each review team to answer questions, but are not expected to actually review the submissions along with the rest of the team. J.D. will make that change and then distribute the finalized structure document.

NEXT STEERING COMMITTEE MEETING: November 18, 2011 (Friday) @ 10:30 in FOB 620