



MIDDLE STATES STEERING COMMITTEE

November 18, 2011

FOB Conference Room 10:30 a.m.

Present: J.D. Delong, Patty Todd, Christa Kelson, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff, Carli Schiffner, William Barnes, Brandon Baldwin, Mark Howlett, Martin Liu, Sarah Todd, Bruce Alexander, Dave Norenberg, Michelle Currier

Absent: Feng Hong, Martin Liu, Sue Law

Guests: Work Group Chairs: Shawn Miller, Jeff Taylor, Kyle Brown, Pat Cassara

1. **Approval of October 21, 2011 minutes.**
Minutes approved as written.
2. **Update on Work Group Progress - Reports from Work Group Chairs regarding the 11/15 submission deadline.**

J.D. reported that five have submitted work and there are two still outstanding.

Pat Cassara reported that her group has submitted two standards submitted but not completely satisfied with them. Some submissions were last minute; wanted to do one document; appendix not consistent. At this point, it was agreed that appendixes could be referenced.

Kyle Brown reported that his work group submitted their report on Tuesday. The work group wasn't sure of few areas and how they will connect to other areas. He had kudos for his work group. They are waiting for some data on Assessment in the Major which is pending review and approval from the Academic Assessment Committee.

Jeff Taylor reported he has one outstanding submission that was waiting for the faculty/staff survey results.

Shawn Miller reported that Standard 1 and Standard 3 were done. She is still waiting on a response for Standard 2. She will let Patty know (her team will be reviewing) when it is posted.

J.D. reported for Betty Connolly who was unable to attend. Most of the responses have been submitted for her group. It may be after Thanksgiving for the final responses.

J.D. also reported for Joanne Fassinger. She hopes to have all submissions in by 11/21/11.



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3. Update on survey results-David Norenberg, Sarah Todd

Dave thanked the group for all their input. The data is available in the MS repository. Karen Spellacy suggested that we define neutral.

4. Review team assignments and set dates for meetings next semester.

JD reviewed academic schedules – only two times available. The Committee agreed to the following schedule: 2/10/12, 3/16/12, 4/20/12 and 5/11/12. All meetings will be at 9:30 a.m. in the FOB Conference Room. JD will working from Croatia and will be using Skype to meet with the Committee.

5. Establish schedule for Steering Committee's review of Work Group submissions.

At the MS co-chairs meeting on 11/17/11, a schedule for the Review Team timeline was drafted. Suggested schedule was to have the Review Teams' submissions in by 12/2/11. These submissions would be returned to the Work Groups for changes and be resubmitted by 12/16/11. Review Teams are to review each submission for the following:

1. Is the question answered?
2. Is there data to support the answer?
3. Does the answer include the MS Characteristics of Excellence fundamental elements for that standard? There are optional elements that are listed as well and may be addressed in the work group's response.
4. Are the recommendations made by the Work Group reasonable? Should any of these recommendations be addressed by the College now rather than waiting for the Middle States visit?

Review Teams are not required to do wordsmithing etc. at this point. Each team can submit comments on one document. Carli noted that SUNY has a group to read drafts if needed.

6. Establish mock site visit team to review self-study?



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Discussion regarding a mock site visit. We could have two to three people not on the Steering Committee review the draft report by the end of Spring 2012 or early Fall 2012. Discussed external vs. internal. Maureen Maiocco is a designated reviewer but has not done a site visit yet. Her first time would be this spring. Outsiders view would be beneficial as well. Kyle Brown suggested similar institutions that have been recently accredited and possibly pay for lodging. Carli recommended that CUSP should review as well. The Committee agreed it would be beneficial.

The Committee discussed the timeline for the Self-Study Report. Tentative schedule will be:

- March – Draft of self–study completed
- April - a mock review.
- August/September - Town Hall meetings etc. for input
- October/Early November 2012 – Submit Self-Study to MS

7. Reminder about preliminary recommendations

J.D. reminded everyone that there is a folder in ANGEL -MS Course Document – Preliminary Recommendations that can be used to add any preliminary recommendations that the College should consider starting work on prior to the completion of the Self-Study

Next Meeting-December 9, 2011 (Friday) at 10:30 a.m. (FOB 620)