MIDDLE STATES STEERING COMMITTEE
December 9, 2011
FOB Conference Room 10:30 a.m.

Present: J.D Delong, Dave Norenberg, Patty Todd, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff, Carli Schiffner, Brandon Baldwin, Mark Howlett, Sarah Todd, Bruce Alexander, Feng Hong, Martin Liu, Sue Law

Absent: Christa Kelson, William Barnes, Mark Howlett, Michelle Currier

Guests: Work Group Chairs: Shawn Miller, Pat Cassara, Dan Gagliardi, Betty Connelly

1. Approval of November 18, 2011 minutes.
Minutes were approved as written.

2. Update on Review Team Findings - Report from Chairs regarding the 12/2 submission deadline.
Dave Norenberg and Patty Todd’s Review Teams have submitted their comments. J.D. reported that Christa Kelson’s group has also submitted their review.

3. Update on Global Readers Findings - Report from Global Readers regarding the 12/2 submission deadline.
Carli Schiffner – She felt that the work groups have accomplished a lot. Three themes keep popping up – budget, need to converge assessment activities and need overall institutional assessment.
Karen Spellacy – feels the self-study is off to a great start vs. ten years ago. We need to look at things and be honest about what we see and make recommendations to correct and improve what we do.

4. Update on Work Group Progress - Report from Work Group Chairs regarding the 12/16 submission deadline.
Betty Connelly – concerned over time frame. Really cannot respond with faculty off over break. She is concerned on how much more their group is willing to do.
Dan Gagliardi – knows can’t ask faculty to work over break.

J.D and the co-chairs met yesterday and also agree that the 12/16/11 deadline would not allow enough time for work groups to complete their work. J.D. recommended that we extend the deadline to 1/10/12 which would allow him to draft a self-study report for the Steering Committee’s review by our first meeting on 2/10/12. That would enable us to do a mock visit in March and revise after.
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J.D. noted that finding data over the narrative portion of the report would be more beneficial. J.D. would craft the narrative. Work groups are strongly encouraged to make recommendations good or bad and the MS Steering Committee would determine what will be included in the final report.

5. “Help me find” Discussion in ANGEL

J.D. has added a file in the MS ANGEL course documents “Help Me Find It”. People can post to this discussion if you need help finding something and you think someone else might know where it is. Patty and J. D. will check periodically and locate any needed documents.

Next Meeting-February 10, 2012 (Friday) at 9:30 a.m. (FOB 620)