**Middle States Steering Committee**  
FOB Conference Room 620  
4/18/11 10:00 a.m.

**Present:** Jondavid Delong, Patty Todd, John Conklin, Bruce Alexander, Brandon Baldwin, Feng Hong, Mark Howlett, Christa Kelson, Sue Law, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff

**Absent:** David Norenberg (excused), William Barnes (excused), Michelle Currier

1. **Introductions**

Committee members were introduced. All members have been added to ANGEL. Documents are available and it will be available to the working groups as well. J.D presented a timeline for the Middle States Accreditation.

2. **Self Study Design**

John Conklin led a discussion on the different self-study designs that can be utilized. With all the changes that the campus has experienced and the anticipation of new leadership due to retirements, the committee agreed that the comprehensive design which includes a review of all 14 standards will be utilized for our self-study.

The submission deadline for the Middle State Self-Study Design is April 27, 2011. The first site visit for our Middle States liaison, Dr. Schneider, is May 11, 2011.

3. **Review of Middle States Standards**

The Committee reviewed the draft document for the self study design and the grouping of the various standards. After discussion the committee approved the grouping as listed.

4. **Work Groups**

Seven work groups will be created to address the different grouped standards. The committee agreed that:

- Some groups will require more members than others
- Steering Committee members may sit on the committee but not chair the committee
- The Steering Committee would select the chair of each group
- A suggested list of committee members will be provided for each chair but the chair will be allowed to have some liberty with committee composition

An email will also go out asking for any volunteers that are interested and they can be included in a pool for committee membership. J.D will make a preliminary announcement at the Faculty Assembly Meeting tomorrow (4/18/11) that an email will be forthcoming regarding volunteers for the different work groups. It will not be sent until the chairs have been named. Dr. Kennedy will be sending the letters to appoint the committee members.
Work Group 1: Mission, Planning, and Resources  (SCM=Steering Committee Member)

Standard 1: Mission and Goals; Standard 2: Planning, Resource Allocation, and Institutional Renewal; Standard 3: Institutional Resources

Chair: Shawn Miller
Suggested Members: Bruce Alexander (SCM), Linda Heilman, Maureen Maiocco, Steve Fetcie

Work Group 2: Leadership, Governance, and Administration

Standard 4: Leadership and Governance and Standard 5: Administration

Chair: Betty Connolly
Suggested Members: Charles Fenner, Sandy Livernois, Ken Erickson, Ryan Deuel, Karen Spellacy (SCM), Student Government Alliance President (TBA)

Work Group 3: Student Admission and Support Services

Standard 8: Student Admissions and Retention and Standard 9: Student Support Services

Chair: Pat Cassara
Suggested Members: David Norenberg (SCM), Sabel Bong, Brandon Baldwin, Lisa Colbert, Student Government Association President (SGA)

Work Group 4: Institutional Effectiveness and Integrity

Standard 6: Integrity and Standard 7: Institutional Assessment

Chair: Dave Hartle
Suggested Members: Dan Sweeney, Mike Perry, J.D Delong (SCM), JoAnne Fassinger, Molly Mott, CSEA representative

Work Group 5: Faculty

Standard 10: Faculty

Chair: Dan Gagliardi
Suggested Members: Nancy Rowledge, Debbie Backus, Ed Mafoua, Ron Tavernier, Rashid Aidun, Mary Loomis (SCM), student representative
Work Group 6: Educational Offerings, General Education and Related Educational Activities;

Standard 11: Educational Offerings; Standard 12: General Education; Standard 13: Related Educational Offerings

Chair: Jeff Taylor

Suggested Members: Pam Enser, Steve Frempong, Elizabeth Erickson, Marela Fiacco, Diane Para, Diane Muehl, Christa Kelson(SCM), Student Representative

Work Group 7: Student Learning Assessment

Standard 14: Assessment of Student Learning

Chair: Kyle Brown

Suggested Members: Peggy LaFrance, Dan Miller, Jennifer McDonald, Lawretta Ononye, Mike O’Connor, Patrick LaPierre, Patty Todd (SCM), Student Representative (PTK)

J.D. and John will be contacting the working group chairs in the next week.

Next meeting: May 16, @ 10 a.m. tentatively scheduled in (FOB 620).

The Steering Committee will also be meeting with Dr. Schneider when he visits on May 11.