MIDDLE STATES STEERING COMMITTEE
April 20, 2012
FOB Conference Room 9:30 a.m.

Present: J.D Delong (via Skype), Patty Todd, Christa Kelson, Karen Spellacy, Terry Waldruff, Carli Schiffner, Sarah Todd, Martin Liu, Sue Law, William Barnes, Brandon Baldwin

Absent: Dave Norenberg, Mark Howlett, Michelle Currier, Feng Hong, Mary O’Horo-Loomis, Bruce Alexander

Guest: Molly Mott

1. Approval of March 16, 2012 Minutes

   Accepted the minutes with date changed to March 16, 2012.

2. Report on status of Conference call with MSCHE Chair Conference Dr. Martin Call on 3/28. (J.D., Carli and Sarah)

   Dates set for preliminary visit of the MS Chair are November 5 & 6, 2012. Site visit dates are March 24-27, 2013. Keep calendars open for those dates. The main point during the call was that we should have no more than four broad recommendations – four themes. Avoid getting into the minutia such as specific hiring. Carli noted that the most important thing stressed is that we need to be carrying out our plan and not still planning.

3. Middle States Budget

   J.D. submitted a preliminary budget which includes all travel expenses for ten site visitors for the March 2013 visit as well as Dr. Martin’s November visit. Estimated budget: $45,000. This also includes Dr. Martin’s travel to MSCH office.

4. Update on Self-Study draft-Any additional comments

   Many committee members have made comments – over 500 comments. Others who have not commented may want to wait for 2nd draft. J.D. will send his draft on 4/23 to Carli and Sarah who will do a review on 4/24.

   Some areas are more detailed and need to be put in appendices and we will need to rework that and restructure. The document needs to be more unified in structure and flow. Carli recommended that political comments over past year should be addressed in appropriate manner and amount. Carli recommended that we have a systematic way to reference websites to reduce so many throughout the document. Carli and Sarah looked at other self-studies and found different organizational structures for the document i.e. 14 standard themes or silo approach and the ability to choose a specific style was affirmed at a recent MS conference.
Sara will be mapping the standards to document while out on a two week sick leave. Carli noted that she had discouraged this but Sara really wanted to do it.

Things to consider when reviewing the draft:

a. Does the narrative overall address all the fundamental elements of the particular characteristic(s)?

b. Is the information accurate?

c. Are the responses complete?

d. Are we missing any important recommendations?

e. Please note any personal recommendations for improvements.

5. Committee to prepare document room


J.D.’s plan is to take all references and create links out to document repository. Discussed the format that will be used when sending the self-study to MS. J.D. said the recommendation at the MS conference he attended in December was anything that is electronic will be presented electronically and anything hard copy will stay in hard copy format. We will have PDF versions on the web.

b. Working on list to use to index documents-Michelle Currier

Michelle submitted a draft index. J.D. will send it out to the Committee for review and comments.

c. Scouting out space for room on campus-Sue Law

Sue has been able to reserve Campus Center 212-214 for the site visit week and one week prior. The Committee felt that was an adequate length of time. As we progress, we may need to show off other areas.
6. Mock Review Team Update

J.D. contacted all our suggested mock site reviewers, with exception of Wilma Duellin and they have all agreed: B. Washburn, S. Frempong, M. Maiocco, J. Robinson, and Jerry Gravander (Clarkson). Discussed reaching out to Potsdam since they are going through site review just ahead of us. Carli meets with Potsdam’s Provost on 4/23 so she will try to solicit a few individuals for this. Carli will also check on her contact at Washington State.

J.D. plans on having the second draft done by early May. The Committee discussed the timeline for mock review with finals week and end of faculty obligation looming. After much discussion it was decided to have the Self-Study and supporting materials to reviewers by Friday, May 11, 2012. Reviewers would have until May 23rd to review materials individually and communicate with each other as needed. On May 23rd, the reviewers would come together for a “Site Team Visit” at SUNY Canton to work together to prepare feedback for the Steering Committee. On May 24th, the mock review team would meet with the Steering Committee to present their findings.

The group discussed when to make the draft available to the campus. Possibly have the initial presentation at an open meeting (entire Campus) at the first Faculty Assembly meeting in the fall. This would start the process and keep it in the forefront. Town hall meetings would follow and final report should be ready to be sent to Dr. Martin by 10/2012.