



MIDDLE STATES STEERING COMMITTEE

May 11, 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, Dave Norenberg, Mark Howlett, Feng Hong, Mary O'Horo-Loomis, Bruce Alexander

Absent: Michelle Currier, Carli Schiffner

1. Approval of April 20, 2012 minutes

Minutes were approved as written.

2. Update on Self-Study draft

J.D. has already completed a third draft incorporating all the comments including Tom Sauter's (College Council member). Everything will be available on Angel. It has been trimmed down to 100 pages. This will be released to the mock review team today. We are still in the process of collecting exhibits and have assembled about 80% with about 20% still outstanding. Patty noted that the web site needs to be updated – i.e. CUSP membership, minutes etc.

J.D. asked those who have not reviewed the draft use the current version and review the draft using the following questions:

- 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.

3. Mock Review Team Update

Dr. Maureen Maiocco will be chair. She will be using the same format that she used recently at an MS site visit this spring. They will meet as a group on 5/23/12. On 5/24/12 they will make a presentation to us from 9:30-11:00 a.m. in FOB 620.

4. Document Repository Update

Robert House and Michelle Currier continue working on it. Had issues with some uploads but that has been resolved. Need to decide on tags that documents will be under. It will be password protected.



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5. Self-Study Presentation to Campus in the fall.

The committee discussed the roll-out of the self-study to the campus. It was decided that:

- a. An announcement will be made at the first Faculty Assembly Meeting on 8/17/12.
- b. All documentation will be loaded on web site (password protected).
- c. Allow about two weeks for review and comments.
- d. Town Hall Meetings (at least two) will be scheduled on 9/5/12 & 9/12/201

Sarah suggested and the Committee agreed that the meetings be on different days of week and times so more options to attend.

Christa Kelson asked when exhibit room will be available for set-up. Sue law has reserved that area for two weeks prior to the MS site visit.

Sarah discussed assessment and the areas that need to be addressed especially direct evidence. She will be doing a lot of work this summer on assessment. We need to be doing and no longer planning. Need more information on Canton Completion Initiative – Sarah can send to J.D. We do have an institutional scorecard developed but have not completed a full cycle yet. Also there is no mention of non-credit courses and need to address experiential learning. J.D. asked to be involved in any group Sarah brings together this summer to work on these projects.

6. Next Meeting will be on May 24, 2012 (Thursday) from 9:30 a.m. to 11:00 a.m. for results of Mock Review (FOB 620).

7. Meetings for next semester - may not need to meet every 2 weeks but if needed we have the time available.

8/24, 9/7, 9/21, 10/5, 10/19, 11/2, 11/16, 11/30, 12/14. All meetings will be held at 11:00 a.m. in FOB 620.

Next Meeting- May 24, 2012 FOB 620



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