MIDDLE STATES STEERING COMMITTEE
French Hall - Admissions Conference Room
July 15, 2011 10:30 a.m.

Present: J.D. DeLong, Dave Norenberg, Patty Todd, Christa Kelson, Sue Law, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff, Feng Hong, Bruce Alexander, Mark Howlett, Carli Schiffner, Mary Lou D’Allegro

Absent: William Barnes, Brandon Baldwin, Michelle Currier

1. Approval of June 10, 2011 minutes

Minutes were approved as written

2. New Steering Committee Member-Provost Carli Schiffner

JD introduced Carli Schiffner who will be joining the Steering Committee

3. Response from Dr. Schneider (Middle States) to our questions from last meeting

Dr. Schneider responded via email to our question regarding if we need to go back to the previous self study or the PRR. His response was that the new self-study report is a "blank slate" on which the College seeks to demonstrate how--right now--it meets the Commission's expectations as expressed in its accreditation standards. Two exceptions are:

- If serious issues identified by the self-study report or team report last time are still serious issues for the College, whether or not the self-study says they are, the team and the Commission will be concerned and probably require more follow-up than if that were not the case.

- If it is helpful to the College's presentation of itself in the self-study to refer to the previous evaluation--say to explain how a current situation came to be, to show how much progress has been made in some area, or to demonstrate the influence for improvement that the previous self-study or team visit exerted on the institution.
4. **Request of Leadership, Governance and Administration group for changes to questions from Self-Study design**

   Betty Connolly submitted revised questions for her work group for our review/approval. Mary Lou recommended that they avoid using “describe” and consider “analyze”. Middle States doesn’t want description but more of a review of what is happening and is it working and what are we doing with the results. Questions #6 and #7 were discussed further. Mary Lou noted that his standard looks at all senior management and not just the CEO and is focused on administration so faculty does not have to be included. Karen Spellacy is a member of that work group and will relay the changes to Betty.

5. **Update on Work Group progress**

   J.D made an inquiry to work group chairs and received the following responses back:
   - Work Group 2: Leadership, Governance, and Administration- Betty Connolly – Had a meeting 7/7/11 and submitted revised questions for review
   - Work Group 3: Student Admission and Support Services – Pat Cassara – committee membership completed and assigned questions
   - Work Group 4: Institutional Effectiveness and Integrity – JoAnne Fassinger – questions assigned to committee members to review and respond

   No response but status update from Steering Committee members:
   - Work Group 1: Mission, Planning, and Institutional Resources - Shawn Miller – Bruce reported that questions have been sent out and request any revisions. Shawn was getting a college email address for Tom Sauter, College Council.
   - Work Group 5: Faculty – Daniel Gagliardi – Mary stated there has been no action yet.
   - Work Group 6: Educational Offerings, General Education, and Related Educational Activities – Jeff Taylor – Christa reported that they were looking at times to meet and finishing recruiting members.
   - Work Group 7: Student Learning Assessment – Kyle Brown – Patty reported that they had a virtual meeting and members were to review questions and recommend any changes by July 1 but no further action.

6. **Update on Institutional Research Person on Steering Committee**

   Mary Lou will be leaving SUNY Canton to take a position at Siena College. Per Carli a new person has been hired from SLU, Sarah Todd, and she will start 8/1/11.

7. **Status on Information Collection for Data Repository**

   Committee members reported the status of their assignments for the data repository. Patty will be sending out reminders for those that have not posted their assigned documents. Committee agreed on a deadline on 8/18/11 (next meeting)

Several areas from the last meeting were missed so they were assigned as follows:

37. Student Opinion Survey - Patty Todd  
38. Employee Satisfaction Survey – Carli Schiffner
39. Faculty Assembly Minutes/Resolution/Response - J.D.
40. CUSP Minutes – Carli Schiffner
54. Affirmative Action Plan – Karen Spellacy
57. All Internal Policy and Procedures

- Canino School – Feng Hong
- Business/Liberal Arts – Christa Kelson
- Science and Health/CJ – Mary Loomis
- Student Affairs/Academic Services and Retention- Patty
- Institutional Advancement – Dave Norenberg
- College Association – Sue Law
- Physical Plant – Bruce Alexander

59. Internship Compliance – Mary Loomis – she has posted the Internship Handbook

Any problems with Angel refer to the on-line tutorial or contact Matt Nichols or Jerry Bartlett.

Karen requested that the data collection list be posted on Angel. Patty will post as a separate document

8. Reporting Schedule for Work Groups

J.D. has arranged for the following two work groups to report at our next meeting:
- Leadership, Governance and Administration – Betty Connelly
- Institutional Effectiveness and Integrity – JoAnne Fassinger

NEXT MEETING: August 18, 2011 (Thursday) @ 10:30 in FOB 620
(Note: This is the only Thursday meeting – moved due to Faculty Assembly and Orientation)