MIDDLE STATES STEERING COMMITTEE
July 18, 2012
FOB Conference Room 9:30 a.m.

Present: J.D. Delong (via Skype), Patty Todd, Sarah Todd, Sue Law, Brandon Baldwin, Dave Norenberg, Karen Spellacy, Terry Waldruff, Michelle Currier

Absent: Mark Howlett, Carli Schiffner, Christa Kelson, Feng Hong, Mary O’Horo-Loomis

Guest: Nicole Dunnan, Assistant to Vice President/Provost

Adjourned:

1. Approval of June 7, 2012 minutes.

   Minutes were approved with one correction in the attendance listing.

2. Review of Status of Assignments:

   • Dr. Martin’s visit is scheduled for November 11-12 so please mark your calendars.

   • J.D. received only one response back to the last draft so hasn’t sent out another draft. He has received about half of the information that was requested in response to the mock review, especially documentation regarding budget process. J.D. will send another request to Chris Gray. Terry will follow-up as well. J.D. will set up meeting with Terry and Chris when returns (8/6/12) to work on this section. He will also send a list of what is still needed today.

   • Standard #14, Assessment in Major, is almost complete and will be evaluated in fall. J.D. wants to use all of the AIM from 2009-2012. Sarah will take charge of gathering the documentation but 2011-2012 are not going to be available and may not be available until October. Also, we need documentation as to what done with the feedback after AIM - what was changed etc. Sara noted that Scorecards are still not finalized.

   • Standard 5 - Resumes are coming in which are needed for Standard 5 and that should complete that Standard.

3. Remaining Summer Milestones

   • Updated Draft of Self-Study - J.D. will do one more draft between now and 8/10/12. That version is what the campus will view. This will allow time for final changes by October. Sarah suggested that need other readers outside the Committee.
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• The Committee agreed to include Vice Presidents and Deans. J.D. will send the 6/15/12 draft and request a return date by 8/6/12. Karen felt that we need to be realistic and honest since that is the purpose of the self-study to look at where we are now and accept that we cannot change the past. We recognize problems and have to own them and address them. Sarah agreed and felt we need to have plans in place and taking action. J.D. concurred but one great concern is there are things on checklist for each standard that are not done either as a result of not doing them or that they are just not documented well enough. Committee members need to be using the checklists for each standard when reviewing the draft with a focus on Standards 2, 3, 7, and 14.

• J.D. will update the document of missing information with Column A representing information that is still needed for the draft and Column B are things we are not doing. Readers can make recommendations.

• Brandon inquired re: Dr. Martin’s review. J.D. felt he can use his input and make necessary changes.

• CUSP did scorecards two day retreat. Sarah will check on release and posting.

There was a discussion of the results of Delhi’s recent MS visit. Delhi received warnings in two areas –Student Learning assessment and Administration Standard. MS also was not in favor of the shared presidency. The shared presidency was not mentioned in Cobleskill’s MS report (Cobleskill President took on Delhi).

4. Ramp Up Document Room Committee

Michelle gave an update. She is the sole librarian with the loss of Mary Bucher. She will need a volunteer to assist her. Nicole Dunnan volunteered

The Committee agreed that another meeting was needed prior to releasing the draft to the campus.

Next Meeting: Thursday, 8/9/12 @ 9:30 a.m., FOB 620

Reminder: Meetings for next semester: 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.