



MIDDLE STATES STEERING COMMITTEE

AUGUST 18, 2011

FOB 620 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, Carli Schiffner, William Barnes, Brandon Baldwin, Michelle Currier

Absent: Bruce Alexander, Mark Howlett

Guest: Work Group Chairs: Joanne Fassinger and Kyle Brown

1. Approval of July 15, 2011 minutes
Minutes approved as written.
2. New Steering Committee Member-Institutional Research Director-Sarah Todd

Sarah Todd, our new Institutional Research Director, was introduced to the committee. She also offered to join individual work groups so please keep her in the loop.

3. Update on Request of Leadership, Governance and Administration group for changes to questions from Self-Study design-Karen Spellacy

Karen stated that their group agreed on the Steering Committee's recommendations regarding their questions. In regards to the question on reviewing our CEO's performance, Middle States does specifically require that review. That question will remain unchanged.

4. Update on Work Group Progress
 - a. Report from Kyle Brown-Chair, Student Learning Assessment
 - Work group has met several times virtually and as a group.
 - Questions were reviewed and revised. The questions seem too granular so they were revised and simplified and delineated to address the different faculty groups.
 - The group had one member resign due to upcoming program accreditation commitment. Kyle hopes to add another faculty from business and liberal arts, possibly an adjunct.
 - Work group will meet by-weekly.

Kyle's work group requested clarification on how to proceed regarding GER and also on non-academic assessment. Discussion held and it was decided that Pat Cassara's work group (Student Admissions and Support Services) and Joanne Fassinger's work group (Institutional Effectiveness and Integrity) would cover those areas.



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Karen recommended that we need to define faculty i.e. visiting, tenure track and adjunct. J.D will develop the definitions and review them with HR before final approval by the Steering Committee.

The work group's revised questions were accepted as presented.

b. Report from JoAnne Fassinger-Chair, Institutional Effectiveness and Integrity

- Six members
- Questions were accepted as written and divided among members.
- Some members have not used Angel so they are learning.
- Next meeting 9/2/11.

Other work group updates:

- Work Group 1: Mission, Planning, and Institutional Resources - Shawn Miller – Terry reported that Shawn has been tied up with the budget in the past weeks. They have had some email discussion. They finally obtained an email address for Tom Sauter, the College Council member in their group..
- Work Group 2: Leadership, Governance, and Administration- Betty Connelly –Karen reported that the group has met again after the questions were revised and they are to have drafts ready for the end of September.
- Work Group 3: Student Admission and Support Services – Pat Cassara – met in June. Questions were divided among members. Goal is to have draft reports by October.
- 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 the group has met and assigned questions.

5. Status on Information Collection for Data Repository-Patty Todd

Email reminder was sent earlier this week with an update on the status of data collection assignments. Patty reviewed data submitted and there seems to be a lack of numbers, etc. The need for actual numbers and raw data was discussed. Sarah will be collecting data from Banner and the repository will contain the non-banner data. The committee discussed time frame and agreed to obtain data for the last five years. If the data collection etc. has changed for some reason, it should be noted. An August 29th deadline was set for members to obtain the assigned data.



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6. Assistance with recruiting Nevaldine faculty member for Educational Offerings, General Education and Related Educational Activities Work Group

Fen Hong volunteered to serve on the work group.

7. Discussion of Impact of Recent Administrative Developments on Self-Study Process.

Discussion held regarding the recent developments regarding SUNY Central's announcement on plans to consolidate SUNY Canton/Potsdam administration and share services. The committee agreed that we should proceed on the same course as if nothing has changed. There was a consensus that there is no need to contact Middle States at this point since there is so little information to share. Karen noted that during his visit in Canton the SUNY Provost was specifically asked about Middle States accreditation. He stated that we will maintain our own Middle States accreditation. SUNY Potsdam is pursuing accreditation as well at this time and other than knowing their time line there is nothing more to pursue.

8. Next meeting: September 9, 2011 (Friday) FOB 620

J.D requested a change in the October meeting scheduled for (10/14/11). The Committee agreed to change it to October 21st.