MIDDLE STATES STEERING COMMITTEE
August 8, 2012
FOB Conference Room 9:30 a.m.

Present: J.D. Delong, Patty Todd, Dave Norenberg, Sarah Todd, Brandon Baldwin, Terry Waldruff, Michelle Currier, Carli Schiffner, Mary O’Horo-Loomis, Martin Liu

Absent: Sue Law, Karen Spellacy, Mark Howlett, Christa Kelson, Feng Hong, Bruce Alexander, Dave Barnes

Guest: Nicole Dunnan, Assistant to Vice President/Provost

Adjourned:

1. Approval of July 18, 2012 minutes.

Minutes were approved with one correction in the attendance listing. J.D. has received notice that Dave Barnes is unable to continue to serve on the Committee. It was decided at this late date that he would not be replaced.

2. Review of Status of Assignments

   • Accreditation web page has been created by Sarah. Web address is www.canton.edu/accreditation. It links to the MS status page. It will be updated again prior to Faculty Assembly.
   • Presentation to the Faculty Assembly - J.D. will present at State of Campus with a short PowerPoint presentation on Middle States Self-Study progress and the release of the Self-Study draft. Town Hall meeting dates will be established and announced at the State of the Campus meeting
   • J.D. will meet next week with Natalie, Carli and Terry re: budget. Terry has looked at other accreditation studies and feels she could create similar documents as well as create an annual financial report.
   • Institutional Scorecards – Carli/Sarah are working on this project and have experienced some unexpected delays. They hope to have things cleaned up by Tuesday. CUSP worked on scorecards in July and that work can be released. Sarah will do bullet points on how the score card process was developed and J.D. can do a narrative based on that.
   • Discussion on rolling up assessment/SLOs into the Institutional Plan and AIM as well as Gen Ed assessment into the Institutional Scorecard and into the Strategic Plan. Need to merge Institutional Effectiveness/Resource Allocation into Institutional Assessment.
   • Individual program assessment 2011-2012 should be done by October. Academic Assessment Team needs to complete work by September. Evaluations done for past three years are complete. J.D. used examples provided by the work group but needs to have others. Need to use examples of programs that didn’t do well and how they used the results to make changes such as the CI program and Vet Science
improvements as a result of assessment. It is important to show the assessment process and closing the loop.

- Closing Loop Activities – need more documentation. It is being done but we have not been good at documenting it. Brandon recommended that it be specifically mentioned at the State of the Campus meeting on the 17th. J.D. will do that and also set up an email to send any information on closing the loop activities for the past three to four years.

3. Report on Activities Since Last Meeting
   - Sent out the MS Self-Study draft and received feedback.
   - Dr. Martin confirmed preliminary visit here on Sunday, 11/10; Monday, 11/12; Tuesday, 11/13 – wants to make sure we are on track, everything, etc. He will get a draft of self-study in early October. Still need to determine how he wants supporting documentation. Sandy and Amanda have completed all the hotel reservations for November and March visit.

4. Remaining Summer Milestones
   - Updated draft of Self-Study will be ready in the next week and released to campus on 8/17/12. J.D. will present with PP and will send out a draft of the presentation prior.
   - Middle States Presentation Faculty Assembly

5. Update on Document Room Committee
   - Committee was reformulated and will include Nicole Dunnan, Jen Whitaker, Sara Todd, Michelle Currier and J.D.
   - Need to organize a search by standard.
   - Get documentation reformulated prior to Faculty Assembly.

6. Next Meeting-August 24, 2012 (Friday) from 11:00 a.m. to Noon (FOB 620)
   - Committee members need to look at the next draft and provide feedback. J.D. feels the areas that are still not adequately addressed include budget and budget process and how it ties into institutional planning and assessment, institutional assessment and student learning. Carli felt we still need to look at executive leadership and shared services as well.

7. Reminder Meetings for Fall Semester

   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.