



## MIDDLE STATES STEERING COMMITTEE

SEPTEMBER 30, 2011

Admissions Conference Room 10:30 a.m.

**Present:** J.D. Delong, Patty Todd, Christa Kelson, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff, Feng Hong, Carli Schiffner, William Barnes, Brandon Baldwin, Mark Howlett, Martin Liu, Sarah Todd, Bruce Alexander

**Absent:** Dave Norenberg, Sue Law, Michelle Currier

**Guests:** Work Group Chair: Shawn Miller, Jeff Taylor

1. Approval of September 9, 2011 minutes.  
Approved as written.
2. Update on Work Group Progress - Shawn Miller-Chair, Mission, Planning, Resources
  - Had to add new members.
  - Reviewed the PRR first.
  - Questions overlap and so they were discussed with other work groups.
  - Questions were assigned to members and work is in progress.
3. Update on Creating Survey Instrument(s)-David Norenberg

JD reported for Dave that questions were coming in. Still looking at having the survey out by the end of October with and results by mid-November. Work groups are encouraged to do the majority of work on their questions and just put placeholders for data they will obtain from the survey. JD will send out another reminder to the work groups regarding the survey.

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

Continue to add data. Still need CUSP Minutes (Carli). Mark Howlett has been looking for data for Athletics and not readily available. He will talk with Diane Para to see what she may still have as former AD. The repository will be reorganizing to more generic files so more easily searched. Assessment in the Major documents have been added to the Assesment Repository. Patty noted it was difficult to locate since it was listed as Assesment in the Major Resources and Guidebook. It was agreed to have them moved out to a more accessible location with more accurate title.

There was a discussion of a possible search engine. JD will check into that possibility.



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5. Discussion on Creating Data Versus Studying Existing Data

JD had received questions regarding if this committee will generate data that is missing or resolve problems that are identified during the self-study. This was discussed by the committee and all were in agreement that the MS Self-Study reviews what is being done and makes recommendations on what changes may be needed. Our charge does not include resolving deficiencies.

The committee agreed to create an angel shell so recommendations, etc. can be submitted from the work groups as we go along so they can be addressed by the appropriate departments. Carli Schiffner stated she can bring them to the VP Council meetings for discussion/review.

6. Discussion of Process Moving Forward

- a. Work Group chairs attending all Steering Committee meetings.

Committee approved to have all work group chairs attend the remaining Steering Committee meetings.

- b. Work Group submission review process.

JD proposed a process to review work group submissions. Rather than having each member of the Steering Committee reviewing every submission, we would establish teams each responsible for reviewing some of the submissions. Discussion followed and it was decided to have three teams and three super readers who will review all submissions and each team will review the work of a specific work group. Fen Hong requested that members be included from both inside and outside the area to provide a more objective review. Each work group chair will be part of the review team reviewing their work group and they can provide any clarifying information to the team as they conduct the review. They may also invite a content expert from that area being reviewed.

The work group submissions will be assessed for the following:

- 1) Does the submission answer all the questions that the work group was tasked with answering?
- 2) Is there sufficient underlying data (references to specific sources or information) to support the statements in the narrative that answer the question?



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- 3) Does the overall submission fully address all aspects of the particular Characteristic(s) of Excellence the work group was charged with addressing?
- 4) Does the submission make appropriate recommendations for the College to move forward in the particular area?

It is anticipated that each review team member will review each of the submissions to that team and provide comments to the review team leader. The team leader will roll all the comments up into a single review document to be distributed to the particular work group chair and the steering committee.

JD will organize the teams and send out an email to the groups.

- c. Assigning committee members to review Middle States Characteristics with Work Group chairs.

Discussion regarding a brief meeting between work group chairs and Steering Committee members in each work group in order to review the Characteristics of Excellence for each standard. Jeff sent this out to his group using a template and he would be happy to share that with anyone.

- d. Deadlines for Work Group submissions.

Work Group – submissions – Nov. 15. Most work groups 5/7 all on track. JD will do another contact with the other two. Steering Committee members should meet with work group chairs by 10/15/11. Carli will have Dr. Kennedy send out an email reminder/words of encouragement to work groups.

### 7. Next Meeting

**October 21, 2011 (Friday), FOB 620**