MIDDLE STATES STEERING COMMITTEE
SEPTEMBER 9, 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, Martin Liu, Sarah Todd

Absent: Bruce Alexander, William Barnes

Guests: Work Group Chairs: Elizabeth Connolly, Jeffrey Taylor, Patricia Cassara

1. Approval of August 18, 2011 Minutes

Minutes approved as submitted.

2. Update on Work Group Progress

a. Report from Elizabeth Connolly-Chair, Leadership, Governance, and Administration

Work group has met three times since June. Questions were divided among the members with changes approved by the Steering Committee. Goal is to have a draft done by 10/31/11. Shared concerns over the recent announcement regarding Dr. Kennedy’s status but they will continue as is without anticipating future events. Karen Spellacy and Brian Washburn have been tremendous help especially with institutional history.

b. Report from Jeffrey Taylor-Chair, Educational Offerings, Gen Ed, and Related Activities

Work group is doing well. Questions divided among members and have put together a draft. The group is aware that the report will need to be about two pages from the current twenty. Jeff requested that the Steering Committee review and send comments back to him by next week.

c. Report from Patricia Cassara-Chair, Student Admission and Support Services

Work group has been met several times. She shared with the Committee a list of student support services. It is very extensive. Discussion on what areas will come under her work group. It was decided that student complaints and grievances will be under Joanne Fassinger’s group. J.D will let her know. Academic support services such as TRIO, EOP and CSREP and Library and IT services will be under Jeff Taylor’s group. (Jeff was present)

3. Approval of Proposed Template for Work Group Submission-David Norenberg

Dave discussed the proposed template. The template could be used for each question and the results can be rolled into a single submission to the Steering Committee. Each question must address the standard and how they relate to the requirements for the standard as outlined in Characteristic of Excellence in Higher Education. One template would be used for each Characteristic of Excellence.
Brandon Baldwin moved to approve the template and Christa Kelson seconded. All in favor. J.D. will forward to the work group chairs.

4. Approval of Faculty Definitions from Last Meeting- J.D. DeLong

J.D developed faculty definitions. He has sent them to Human Resource and Dave Butler for review. The Committee reviewed and suggested a revision for faculty to be defined as:

“Any person who teaches a credit bearing course or serves as a librarian at SUNY Canton”

These definitions are only for internal use for Middle States only.

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

Several submissions have been added since the last meeting and the updated list was sent out to the group. The repository has also been reorganized according to topics/divisions. Patty asked that members take a look and review what especially the academic side is in the repository since she is not as familiar with that area as compared to Student Life. If something is not in the repository and you need to get it from another source, please forward that particular data to Patty so that it can be added to the repository. This will allow us to share it with all the work groups and ultimately the Middle State representatives.

Christa queried the group regarding town/community involvement. Members suggested looking at Student Activities such as Phantoms in the Park, Community Service Day and Greek activities. Campus Public Relations may also have useful information.

6. Creating a Master Survey

In order to avoid having work groups emailing or surveying the campus individually, the Committee Chairs proposed creating a master survey (or possibly a few targeted to different constituencies) in order to collect all the Middle States data that the work groups need. Dave Norenberg will coordinate the survey. General ideas of what might be needed for data can be submitted and specific questions can be developed. The Committee agreed to the survey. A timeline as follows:

- General ideas that need to be collected through a survey to Dave by 9/23/11.
- Specific questions by the first week in October.
- Finalize survey in October.
- Survey launched in October or early November.
Work groups will be encouraged not to wait for the results but do as much as possible and mark areas for insertion of survey data.

The survey will go through the IRB for approval.

7. Meeting Schedule

Next scheduled meeting is October 21, 2011 (Friday), FOB 620. However, the Committee agreed to meet again on September 30, 2011 at 10:30 a.m. FOB room is not available so it will be in the Admissions Conference Room, French Hall.