Self-Study Steering Committee  
October 28, 2016 at 1:00 p.m. in J-202


Recorder: G. Thorstensen

Approval of minutes: The committee voted to approve the September minutes.

New Reporting Mechanism

- McCall distributed a document on the process for working groups to submit their reports.
- Nigro reviewed the Guidelines for Preparing a Working Group Report.
  - The roadmap attached to each report does not count toward the page requirement.
  - Links may need to be updated after the Cascade CMS is rolled out.
  - More information on the formatting can be found on pages 15-17 of the Self-Study Design.
  - Nigro emphasized that groups should put one or two recommendations in their reports.
  - Thorstensen will send out the Responsibility Matrix to the committee.
- Groups should email Kurtz if they still need editing access to the portal.

Updates from Working Groups

Standard I:

- The document roadmap has been created.
- The group is reaching out to those in Strategic Plan responsibility matrix for information.
- The group will meet with Institutional Research to make sure that efforts are not overlapping with Standard VI.
- The group is sharing information via Google.
- B. Warner is no longer on the committee.
- The next meeting is scheduled for the 15th.

Standard II:

- The group met on the September 29, 2016.
- The group will use the portal to share documents.
- The group is meeting on Tuesday to discuss the portal and to begin writing.

Standard III:

- The group met on the September 11 and September 25, 2016 and divided the work load by criteria. They assigned primary and secondary writers for each criterion. McCall came to the last meeting to review writing format.
- The group is working to complete their report before the holidays.
• J. Katz will report how the primary/secondary structure worked.
• PLA remains a question.
• There seems to be overlap between Compliance and Standard III on third party providers/contractual agreements, so the two groups will coordinate.

Standard IV:

• Two people are working on each criterion.
• The roadmap is almost complete.

Standard V:

• The group met at the end of September. They are fleshing out the roadmap by inserting links and creating screenshots. The group will provide links for each document of evidence along with the corresponding screen shot.
• The group is meeting on Tuesday and will start writing mid-November.
• Charts in the reports should be limited and must be presented in RAW format.

Standard VI:

• The group divided the work load. Each member is charged with reviewing the strategic plan, enrollment management, finance, facilities, technology, and institutional effectiveness planning processes.
• The group had their first meeting on September 23, 2016 and are meeting next week.

Standard VII:

• The group divided up the work load. They are starting to upload the evidence to the portal and will discuss writing at their meeting on November 14, 2016.

Compliance:

• The group divided the work load.
• Members were asked to have some material submitted before their meeting next week.
• Reached out to numerous constituencies at the college to gather information.
• The group is working to identify definitions for student complaints and credit hours.
• The group is working on contractual relationships as defined by MSCHE.

Other Business

• The Steering Committee is invited to a Budget 101 training on November 30, 2016 at 2:00 p.m. in J-202 that will be conducted by L. Jamison and J. McAlister.

Next Meeting: December 16, 2016 at 1:00 p.m. in J-202 (November meeting is cancelled)

• Working groups should have some material uploaded to the portal by December 16.
• Verbal progress reports are due at the December 16 meeting.