Self-Study Steering Committee
December 16, 2016 at 1:30 p.m.
J-202


Recorder: G. Thorstensen

Approval of October Minutes: The committee voted to approve the minutes.

Middle States Conference Update
• A link to the presentations was emailed.
• Nigro reviewed concepts that were emphasized at the conference.

Student Complaint Definition
• The group reviewed the proposed institutional policy and procedures.

Plans from Senior Staff
• Senior Staff will update the following plans by February 1, 2017.
  o Academic Plan (O. Hernandez)
  o Facilities Plan (R. Perniciaro)
  o Technology Plan (D. Hedges)
  o Succession Plan (E. Curristine)
  o Enrollment Plan (M. Levy)
• The group discussed how to get feedback from stakeholders on the plans by the deadline.
• Senior Staff will develop draft updates to the plans by the deadline which will then be vetted.
• The Plans must:
  o be aligned to the Strategic Plan
  o be measurable with goals and objectives
  o contain input from evidence/assessment
  o be collaborative with stakeholders

Document Road Map Update
• Members should put up all documents that they think will be helpful, and then narrow down after the Self-Study nears completion.
• The documents that are cited in the reports should only be evidence that is necessary. Helpful documents should only go in the roadmap.
• The committee discussed how to format the evidence
  o The screenshots are not due on January 26.
  o Jesse will work on verifying the links with McCall after the website migration.
• Two-three recommendations for each section is advised.

Reviews for Spring
• In the Spring, members will review the reports of other groups.
Updates from Working Groups

Standard I

- IR has helped with data.
- The group is working on providing an institutional context.
- Institutional Effectiveness Plan update will be finished some time next semester. The most recent Annual Outcomes Report will be based on the old IEP.
- Recommendations have not been developed yet.

Standard II

- The group met on November 18, 2016 and will meet again on January 10, 2017.
- The group has started writing and some material has been posted.
- Recommendations have not been developed yet besides reaffirming the policies.
- Drafts have not been uploaded to the portal. The group will work on uploading.

Standard III

- The group has completed a rough draft and is working with McCall.
- Some data is still pending.
  - Faculty committees were asked if recommendations from advisory boards led to improvements.
- The group has developed recommendations concerning:
  - Ratio of adjuncts to full-time faculty and equal level of program quality to all students
  - Data collection

Standard IV

- The document roadmap is complete and the group is working on the narrative.
- Recommendations have not been developed.

Standard V

- The group is working on the narratives and on making recommendations that the institution can accomplish within the accreditation cycle.

Standard VI

- The group met in November and discussed what the needs are for data.
- Annmarie Chelius met with Andre Richburg on recruitment.
- The group is getting background on the Senior Staff.
- The group is getting information on the Faculty Assembly Committee.
- Finance will send financial planning information by the end of the semester (a two-page summary of the Budget 101 presentation).
- The group is getting Human Resources information.
- One gap may be assessment of the planning processes.

Standard VII

- The draft has been uploaded to the portal.
The co-chairs created a shell to get working group members started on writing. Nigro will distribute the shell to the working groups.

Recommendations:
  o Update policies
  o The champion matrix ties to the MSCHE standards, but the evaluation is not tied, so we need to revise the evaluation forms to tie to the Strategic Plan.

Compliance

Issues:
  o Definition of a student complaint
  o Definition of assignment of credit hours
  o Nigro pointed out that the Compliance PowerPoint is available from MSCHE.

Next Meeting Date: January 27, 2016 at 1:00 p.m. in J-202