Self-Study Steering Committee
February 24, 2017
1:00 p.m. ~ J-202


Approval of January 2017 Minutes: The committee voted to approve the minutes.

Welcome from Dr. Gaba

- Dr. Gaba emphasized the importance of the steering committee’s work and offered that she is available for assistance.
- The Cabinet will update the institutional plans by February 1.
- Middle States updates will be provided to staff at Coffee with the President.
- Dr. Gaba suggested that department meeting agendas include Middle States, so employees stay informed about the process.

Working Group Reports

- All working groups will receive comments from their assigned peer-review group and from McAlister, Nigro, and McCall.
- Second drafts are due April 30th. All groups should take two months to incorporate feedback and refine the reports.
- The working groups should organize and format their reports around the criteria show under each standard in the Standards for Accreditation and Requirements of Affiliation. An example snapshot will be sent to all the co-chairs.
- Middle States will be sending Dr. Gaba a few names for the Evaluation Team Chair, and she will make the selection.

Opportunity for Professional Development

- Dr. Claudine Keenan from Stockton University will conduct a free training for the College called “Integrating Periodic Assessment of Effectiveness Everywhere” that will also presented as a Middle States Workshop. This will be held before the second draft is due.

Meeting of All Working Groups

- In lieu of a Steering Committee meeting, all working group members will meet in March.