

Implementation Team for Institutional Effectiveness Meeting

Thursday, August 6, 2015
1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (July 23, 2015)	Committee
Final Feedback: Office of Assessment Five-Year Program Review	Committee/G. Clary
Final Feedback: Office of Social Equity Five-Year Program Review	Committee/J. Pena
Feedback: Office of Distance Education Five-Year Program Review (possible best example)	Committee/G. Clary
Feedback: University Marketing Five-Year Program Review	Committee/M. Santos
Feedback: Office of University Relations Five-Year Program Review	Committee/M. Santos
Non-academic Program Reviews	Committee
2014-2015: Office of Admissions and Office of International Studies	
2015-2016: Career Development Center and Rohrbach Library	
Draft e-mail to Vice President(s)	
As May Arise	Committee

Next Meeting: **Thursday, August 20, 2015**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Implementation Team for Institutional Effectiveness Meeting

Thursday, September 3, 2015

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

AGENDA

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| Review of Meeting Notes (August 20, 2015) | Committee |
| Feedback: Office of Social Equity Five-Year Program Review | Committee/J. Pena |
| Feedback: University Marketing Five-Year Program Review | Committee/M. Santos |
| Feedback: Office of University Relations Five-Year Program Review | Committee/M. Santos |
| Draft Feedback E-mails (Office of Assessment, Office of Distance Education, Office of Social Equity, University Marketing, Office of University Relations) | Committee |
| Non-academic Program Reviews (Year 1 – Year 5) (9/3/15) | Committee |
| Draft E-mails to Vice Presidents (Year 2: 2015-2016) | Committee |
| Self-Study: Academic Enrichment/CASA (A. Zayaitz)
Admissions (A. Zayaitz)
Career Development (A. Zayaitz)
Community Outreach (A. Zayaitz)
Disability Services (J. Pena)
Facilities (J. Silberman)
Human Resources (J. Silberman)
Institutional Research (K. Hawkinson)
KU Presents (J. Green)
Office of Student Accounts (J. Silberman)
Recreation Services (J. Silberman) | |
| External Review: Assessment (A. Zayaitz/G. Clary)
Distance Education (A. Zayaitz/G. Clary)
International Office (A. Zayaitz/N. Wunderly)
Marketing (J. Green/M. Santos)
University Relations (J. Green/M.Santos) | |

Revisions to “Academic- and Student-Support Program
Review Summary Form”

Committee

As May Arise

Committee

Next Meeting: Thursday, September 17, 2015 (canceled – Council of Trustees meeting);
Thursday, October 1, 2015, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Implementation Team for Institutional Effectiveness Meeting

Thursday, October 1, 2015
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (September 3, 2015)	Committee
Feedback: Office of Assessment Five-Year Program Review (<i>received</i>)	J. Silberman/N. Snow/C. Wells
Feedback: Office of Distance Education Five-Year Program Review (<i>received</i>)	J. Pena/M. Santos/N. Snow
Feedback: Office of Social Equity Five-Year Program Review (<i>received</i>)	G. Clary/M. Santos/J. Silberman
Feedback: University Marketing Five-Year Program Review (<i>received</i>)	J. Pena/C. Wells/B. Meares
Feedback: Office of University Relations Five-Year Program Review	G. Clary/B. Meares
Non-academic Program Reviews (Year 1 – Year 5) (9/18/15)	Committee
Academic- and Student-Support Program Review Summary Form	Committee
Self-Study: Academic Enrichment/CASA (A. Zayaitz) Admissions (A. Zayaitz) Career Development (A. Zayaitz) Community Outreach (A. Zayaitz) Facilities (J. Silberman) Human Resources (J. Silberman) Institutional Research (K. Hawkinson) KU Presents (J. Green) Office of Student Accounts (J. Silberman) Recreation Services (J. Silberman)	

(Note: Should e-mail be sent from Team with guidelines?)

External Review: Assessment (A. Zayaitz/G. Clary)
 Distance Education (A. Zayaitz/G. Clary)
 International Office (A. Zayaitz/N. Wunderly)
 Marketing (J. Green/M. Santos)
 University Relations (J. Green/M. Santos)

(Note: Should e-mail be sent from Team with guidelines?)

Meeting with President Hawkinson
 (9/23/15)

C. Wells

- ✚ President proposed process for external reviews (department/unit submits 3 recommendations with vitae to Vice President; maximum \$2,000 per review to include \$800 stipend + up to \$1,200 in expenses; 1½ days allotted for campus visit; compensation paid after report submitted) – compare to honorarium + expenses for academic program review.
- ✚ President proposed change to structure of decennial self-study (led by administrator; eliminate 2 faculty co-chairs; hire either internal or external writer; complete self-study well in advance of deadline)
- ✚ Discussed changes in MSCHE accreditation processes and accreditation cycle*

As May Arise

Committee

Next Meeting: **Thursday, October 15, 2015**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

*Self-Study and Evaluation Team Visit that will include a separate document review to confirm that institution meets Standards, freeing Self-Study Report to focus more directly on institutional initiatives and improvements. *(Current Self-Study Report must address compliance with Standards as well as institutional improvement, making report lengthy, complicated, and often of limited use for institutional improvement.)*

Annual Institutional Update submitted electronically by institution, about which institution will receive feedback. *(Institution does not receive feedback on current Annual Institutional Profile.)*

Off-site Mid-Point Peer Review of accumulated information from Annual Updates between Self-Studies. *(Institution will not produce separate report, such as current Periodic Review Report, for this review.)*

Eight-year cycle for Self-Study Evaluations. *(Currently, Self-Study Evaluation every ten years and Periodic Review Report at five-year point between Evaluations.)*

Implementation Team for Institutional Effectiveness Meeting Notes

Thursday, November 19, 2015

2:00 p.m. – 3:00 p.m.

Present: Gil Clary, Brian Meares, Jesus Peña, Matt Santos, Gerald Silberman, Carole Wells

Absent: Natalie Snow

Handouts

- Draft Middle States Decennial Self-Study 2017-2018 committee structure
- Documentation Roadmap
- Chapter 3: Preparing the Self-Study Design
- Part I: Assessment Expectations Within All Standards
- Part II: Assessment Expectations Across the Institution
- Figure 1: Overview of the Self-Study and Peer Review Process
- Figure 5: Potential Pitfalls in the Self-Study Process
- Table 3: Sample Alignment of Requirements of Affiliation with Standards for Accreditation
- Table 4: Sample Self-Study Timeline (Sample A)
- Table 5: Sample Self-Study Timeline (Sample B)

The Implementation Team will become the Middle States Steering Committee with the addition of a few members:

- The President will be ex-officio.
- The Provost (currently A. Zayaitz).
- An editor will be used to pull the whole document together.
 - The editor will get 3 LHE of release time, maybe more.
 - M. Gabriel or P. Kelleher might be good for this role.
- Three faculty members will also join the Committee.
 - The following faculty were identified to ask: P. Ache, K. Prock, and G. Shelley (or V. Meloney).

Review of handouts with discussion of working group membership and Self-Study design

As May Arise

- External Review a summary of depth and scope
 - Should it review best practices or mission/goals being met?

The next meeting is scheduled for 10:00 a.m. on Thursday, December 17, 2015, in Stratton Administration Building Room 317.

Implementation Team for Institutional Effectiveness Meeting

Thursday, December 17, 2015
10:00 a.m. – 11:00 a.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (November 19, 2015)	Committee
E-mails sent on 12/16/15 – External Reviews: Assessment (G. Clary/A. Zayaitz) Distance Education (D. Scott/G. Clary) Marketing (J. Umberger/J. Green) University Relations (M. Santos/J. Green)	C. Wells
Self-Studies (2015-2016): Academic Enrichment/CASA (A. Kirshman/A. Zayaitz) Admissions (N. Wunderly/A. Zayaitz) Career Development (K. Gardi/A. Zayaitz) Community Outreach (R. Watrous/A. Zayaitz) Human Resources (S. Picus/J. Silberman) Institutional Research (N. Snow/K. Hawkinson) KU Presents (R. Zaremski/J. Green) Office of Student Accounts (W. Pursell/J. Silberman) Recreation Services (A. Sandt/J. Silberman)	Committee
International Admissions – Internal Audit and Risk Assessment	Committee
MSCHE Special Edition Newsletter (November 2015)*	Committee
Steering Committee Members and Working Group Co-Chairs	C. Wells
Agenda: Decennial Self-Study Design Meeting (Dr. A. Lex – Tuesday, March 29, 2016)	Committee
Next Meeting ✓ Self-Study Design ✓ Documentation Roadmap	Committee
As May Arise	Committee

Next Meeting: **Thursday, January 7, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

*Self-Study and Evaluation Team Visit that will include a separate document review to confirm that institution meets Standards, freeing Self-Study Report to focus more directly on institutional initiatives and improvements. *(Current Self-Study Report must address compliance with Standards as well as institutional improvement, making report lengthy, complicated, and often of limited use for institutional improvement.)*

Annual Institutional Update submitted electronically by institution, about which institution will receive feedback. *(Institution does not receive feedback on current Annual Institutional Profile.)*

Off-site Mid-Point Peer Review of accumulated information from Annual Updates between Self-Studies. *(Institution will not produce separate report, such as current Periodic Review Report, for this review.)*

Eight-year cycle for Self-Study Evaluations. *(Currently, Self-Study Evaluation every ten years and Periodic Review Report at five-year point between Evaluations.)*

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Monday, February 22, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (2-4-16 Meeting)	Committee
March 3, 2016 Council of Trustees Meeting	Committee
Dr. Andrea Lex Visit (3-29-16)	Committee
Self-Study Design	Committee
As May Arise	Committee

Next Meeting: **Thursday, March 17, 2016 (TENTATIVE)**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Implementation Team for Institutional Effectiveness Meeting

Thursday, January 7, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 307A

AGENDA

Review of Meeting Notes (December 17, 2015)	Committee
External Reviews – Marketing and University Relations Self-Study – Facilities	Committee
Middle States Self-Study Steering Committee and Extended Steering Committee Members	C. Wells
Middle States Self-Study Organizational Chart (draft)	C. Wells
Verification of Compliance Working Group and Student Complaint Guidelines Task Force (Members)	Committee
Middle States Self-Study Design Draft	Committee
➤ Nine Sections	
➤ Section Three – Working Group Members (update)	
➤ Section Four – Charge to Working Groups/Guidelines	
➤ Section Six – Editorial Style and Format	
➤ Section Seven – Timetable for the Self-Study	
➤ Section Nine – Documentation Roadmap	
SharePoint Site	Committee
➤ Spring 2008 Decennial Self-Study Report	
➤ Evaluation Team Report (March 30 – April 2, 2008)	
➤ June 2013 Periodic Review Report	
➤ Standards for Accreditation and Requirements of Affiliation (13 th edition)	
➤ Verification of Compliance with Accreditation-Relevant Federal Regulations	
➤ Steering Committee and Extended Steering Committee Members	
➤ Self-Study Working Group Members	
➤ Verification of Compliance Working Group Members	
➤ Student Complaint Guidelines Task Force Members	
➤ Self-Study Design (approved)	

Council of Trustees Packet	Committee
➤ Dr. Andrea Lex Decennial Self-Study Design Meeting (March 29, 2016)	
➤ Standards for Accreditation and Requirements of Affiliation (13 th edition)	
➤ Verification of Compliance with Accreditation-Relevant Federal Regulations	
➤ Steering Committee and Extended Steering Committee Members/Organizational Chart	
➤ Working Group Members	
➤ Timetable	
➤ Self-Study Design (outline)	

Self-Study Inaugural Meeting	Committee
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As May Arise	Committee
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Next Meeting: **Thursday, January 21, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Preparation for Self-Study

Thursday, January 21, 2016

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 203

Welcoming Remarks	C. Wells (on behalf of President Hawkinson)
Review of Steering Committee Responsibilities	C. Wells
Overview of Self-Study Process and Standards for Accreditation and Requirements for Affiliation	C. Wells
Accreditation History	C. Wells
Working Group Members	C. Wells
Timetable for Self-Study (updated)	Committee
Self-Study Design and Dr. Andrea Lex Visit	Committee
Documentation Roadmap (update)	G. Clary, B. Meares, C. Wells
Student Complaint Guidelines Task Force (update)	G. Clary
SharePoint Site	Committee
• Spring 2008 Decennial Self-Study Report	
• Evaluation Team Report (March 30 – April 2, 2008)	
• First Monitoring Report	
• Second Monitoring Report	
• June 2013 Periodic Review Report	
• Middle States Self-Study Institute documents	
• Standards for Accreditation and Requirements of Affiliation (13 th edition)	
• Verification of Compliance with Accreditation-Relevant Federal Regulations	
• Steering Committee and Extended Steering Committee Members	

- Self-Study Working Group Members
- Verification of Compliance Working Group Members
- Link to Strategic Plan
- Accreditation History
- Affirmative Action Plan 2016
- Self-Study Design (approved)

Meeting Schedule for Spring 2016

Committee

As May Arise

Committee

Next Meeting: **Thursday, February 4, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, February 4, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (1-21-16 Meeting)	Committee
Meeting Schedule for Spring 2016	Committee
Dr. Andrea Lex Visit (revised 1-25-16)	Committee
Save-the-Date (3-29-16)	C. Wells
Working Group Members – Student Representatives	C. Wells
Documentation Roadmap (update)	G. Clary, B. Meares, C. Wells
Charges to the Working Groups and Guidelines for Reporting	Committee
Intended Outcomes of the Self-Study	Committee
Self-Study Design Timeline	Committee
Student Complaint Guidelines Task Force (update)	G. Clary
As May Arise	Committee

Next Meeting: **Monday, February 22, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, March 31, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (2-22-16 Meeting)	Committee
Dr. Andrea Lex Visit (3-29-16)	Committee
Self-Study Inaugural Meeting	C. Wells
Self-Study Design (Dr. Lex feedback)	Committee
As May Arise	Committee

Next Meeting: **Thursday, April 14, 2016 (TENTATIVE)**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Friday, May 6, 2016
11:30 a.m. – 12:30 p.m.
Stratton Administration Building Room 317

Notes (3-31-16 Meeting)	Committee
University of Maryland, Eastern Shore Evaluation Team Visit (update and summary)	J. Silberman
Working Group Co-Chairs Lunch (8-24-16) (12:00 p.m. – 1:30 p.m.; MSU312)	Committee
Inaugural Dinner (9-13-16) (5:00 p.m. – 6:30 p.m.; MSU218 Multipurpose Room)	Committee
Self-Study Design (final)	Committee
As May Arise	Committee

PLEASE NOTE:

Implementation Team for Institutional Effectiveness Meeting: **Thursday, May 12, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Middle States Steering Committee Meeting: **Thursday, May 26, 2016**, 1:30 p.m. – 3:00 p.m., Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, May 26, 2016

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Notes (5-6-16 Meeting)	Committee
Middle States Decennial SharePoint Site	C. Wells/B. Meares
Working Group Co-Chairs Lunch (8-24-16) (12:00 p.m. – 1:30 p.m.; MSU312)	Committee
Handouts Agenda	
Middle States Website	C. Wells
Steering Committee Meetings (2016-2017)	
As May Arise	Committee

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, June 9, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (5-26-16 Meeting)	Committee
Middle States Self-Study Design Summary	G. Clary
Working Groups Co-Chairs Lunch – Revised Agenda (Wednesday, August 24, 2016)	Committee
Proposed Working Group Liaisons	Committee
Middle States Decennial SharePoint Site	C. Wells/B. Meares
Middle States Self-Study Logo	Committee
Verification of Compliance Working Group (update) Consumer Information Website Middle States Website	C. Wells
Steering Committee Meetings (Summer/Fall 2016)	Committee
As May Arise	Committee

Next Meeting: **Thursday, June 23, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, July 7, 2016

1:30 p.m. – 2:30 p.m.

Stratton Administration Building Room 317

Notes (6-9-16 Meeting)	Committee
Middle States SharePoint site	H. Fox/A. Mull
Working Group Members (Students and Council of Trustees)	C. Wells
Self-Study Document – Editor	Committee
Self-Study Working Groups Co-Chairs Lunch Agenda (8-24-16)	Committee
MSCHE Self-Study Design Summary	G. Clary
Responsibilities of Working Group Liaisons	C. Wells
Student Complaint Task Force Update	G. Clary
As May Arise	Committee
Next Meeting: Thursday, August 4, 2016 , 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317 (Note: No meeting on Thursday, July 21, 2016)	

2:30 p.m. – Implementation Team for Institutional Effectiveness Meeting:

Non-Academic Program Reviews (2016-2017)	C. Wells
Human Resources (external review)	J. Silberman
University Marketing (external review)	Team
University Relations (external review)	Team
Institutional Research (self-study)	Team