AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, August 4, 2016
1:30 p.m. – 2:30 p.m.
Stratton Administration Building Room 317

Notes (7-7-16 Meeting) Committee

CHEA 2016 Summer Workshop “Examining the Accreditation Space: Accreditation and its Constituents: C. Wells

Kutztown University Accreditation History C. Wells

Middle States Budget C. Wells

Self-Study Working Groups Co-Chairs Lunch Agenda (8-24-16) – Update C. Wells

Self-Study Document – Editor Committee

Document Evidence Collection Committee

Verification of Compliance Working Group (update) C. Wells/G. Clary/J. Pena/N. Snow

As May Arise Committee

Next Meeting: Thursday, August 18, 2016, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

2:30 p.m. – Implementation Team for Institutional Effectiveness Meeting (Non-Academic Program Reviews):

University Marketing (completed self-study and external review; Team evaluation completed)
University Relations (completed self-study and external review; Team evaluation completed)
Career Development (completed self-study and external review; Team evaluation needed)
Housing (completed self-study and external review; Team evaluation needed)
KU Presents (completed self-study; external review needed; Team evaluation needed)
Human Resources (completed self-study; Team evaluation needed)
Institutional Research (completed self-study; Team evaluation needed)
Recreational Services (completed self-study; external review needed; Team evaluation needed)
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

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

Debriefing – Co-Chairs Meeting

Working Group Membership Update
(T. Robinson – Working Group I)

2016-2019 Strategic Plan

September 13 Inaugural Meeting

Agenda
PowerPoint Slides
Review of Editorial Style and Format
Template for Chapter Drafts
Document Evidence Collection

As May Arise

C. Wells
Committee

C. Wells
J. Stanley
J. Stanley
Committee

Next Meeting: Thursday, September 15, 2016 (no meeting)
Thursday, September 29, 2016, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, September 29, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (9-1-16 Meeting) Committee

Debriefing – Inaugural Meeting (9-13-16) Committee
  • Handout: Update to Editorial Style/Format

Documentation Roadmap B. Meares (G. Clary/N. Snow)
  • Transparency/Confidentiality
  • Five-Year Program Reviews

Feedback – Working Group Meetings Committee
  • SharePoint Site
  • Definitions
  • COT and Student Representatives

Extended Steering Committee Meeting Committee
  • Tuesday, October 25: 11:00 a.m.-12:00 p.m.
  • Tuesday, November 1: 11:00 a.m.-12:00 p.m.

Drexel Assessment Conference (9-7-16) Clary/Wells
(Sean McKitrick Workshop)

MSCHE Accreditation Process Change Wells
(Town Hall Meeting: 10-18-16)

As May Arise Committee

Next Meeting: Thursday, October 13, 2016, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, October 13, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

SharePoint Site – Documentation Roadmap M. Simons

Working Group Representation – Council of Trustees C. Wells
- Mr. James Ludlow – Working Group I
- Mr. John (Jack) Wabby – Working Group VI
- Dr. Charles Blockside – Working Group VII

Feedback – Working Groups Committee
- TracDat Data (G. Clary)
- Working Group IV
- Working Group VII

Extended Steering Committee Lunch Meeting - Agenda Committee
- Tuesday, October 25: 11:00 a.m.-12:30 p.m.
- Stratton Room 317

As May Arise Committee

Next Meeting: Thursday, October 27, 2016, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, November 10, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Extended Steering Committee Lunch Meeting
(Tuesday, October 25, 2016)

SharePoint Site – Document Archive
(Documentation Roadmap)
Google Docs
Program Reviews
Non-Academic Program Reviews

Feedback – Working Groups
• Working Group II
• Working Group IV
• Working Group VII

As May Arise

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

*November 24 – Thanksgiving Day; December 8 – Middle States Annual Conference and Council of Trustees Meeting
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, December 15, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

MSCHE Annual Conference (12/7/16 – 12/9/16)  G. Clary/B. Meares/N. Snow/
J. Stanley/C. Wells/
A. Zayaitz

“Writing the Report and Preparing for
the Team Visit”  G. Clary/C. Wells

Feedback from Working Groups
11/15/16 e-mail to Co-Chairs
(1/27/17 – first draft due)

Spring 2017 Steering Committee Meetings  C. Wells

As May Arise  Committee

Next Meeting: Thursday, January 5, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration
Building Room 317
AGENDA
MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, January 5, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (12-15-16 Meeting) Committee
Middle States Commission on Higher Education
December 2016 Newsletter C. Wells
E-mail to Working Groups (12-20-16)
E-Mail on Requirements of Affiliation (12-21-16) C. Wells
Timeline for Spring 2017 – Spring 2018 Committee
(Extended Steering Committee Meeting in Spring?)
Communication Plan Committee

Daily Brief or Link on Landing Page
Frequency of Messages (2 times a month, e.g.)

As May Arise Committee

Next Meeting: Thursday, January 19, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Note: Verification of Compliance Working Group meeting is scheduled for Thursday, January 12, 2017
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, February 9, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (1-5-17 Meeting) Committee
Web Banner (J. Umberger) Committee
Communication Plan M. Santos
Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet G. Clary
Feedback on Chapter Drafts J. Stanley/Committee
Verification of Compliance Working Group Update C. Wells
(1-12-17 meeting)
Extended Steering Committee Lunch Meeting Committee
(3-9-17; 1:30 p.m. – 3:00 p.m.)
End-of-Semester Dinner Meeting (date?) Committee

As May Arise Committee

Guest: Dr. Metta Sandoff, Visiting Scholar, Sweden

Note: Senate presentation (5-4-17; 4:00 p.m.)

Next Meeting: Thursday, February 23, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317
Implementation Team for Institutional Effectiveness Meeting

Tuesday, February 21, 2017
8:30 a.m. – 10:00 a.m.
Stratton Administration Building Room 317

AGENDA

Updated Summary of Non-Academic Program Reviews (Year 1 – Year 5) Team

Program Review Updates (team evaluations of self-studies)
Career Development
Center for Academic Success and Achievement
Housing, Residence Life, and Dining (no external review required)
Human Resources
Information Technology
Institutional Research
International Admissions
KU Presents
Office of Student Accounts
Recreational Services

Process for Non-Academic Program Reviews Team

Not Completed
Academic Enrichment (self-study due 2015-2016; external review due 2016-2017)
Athletics (self-study due 2016-2017)
Community Outreach Center (self-study due 2015-2016; external review due 2016-2017)
Connections (self-study due 2015-2016; external review due 2016-2017)
Disability Services (self-study due 2016-2017)
Distance Education (external review due 2016-2017)
Facilities (self-study due 2016-2017)
GLBTQ/Women’s Center (self-study due 2016-2017)
Grants and Sponsored Projects (self-study due 2016-2017)
Health Promotions (self-study due 2016-2017)
Institutional Research (external review due 2016-2017)
International Admissions (external review due 2016-2017)
Library Services (self-study due 2016-2017)
Multicultural Services (self-study due 2016-2017)
Office of Assessment (external review due 2016-2017)
Office of Student Accounts (external review due 2016-2017)
Procurement Services (self-study due 2016-2017)
Registrar’s Office (self-study due 2016-2017)
Student Conduct (self-study due 2015-2016; external review due 2016-2017)
Student Union Operations (self-study due 2016-2017)
Undergraduate Admissions (self-study due 2015-2016; external review due 2016-2017)
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, February 23, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (1-5-17 Meeting) Committee
Web Banner (J. Umberger) Committee
Communication Plan M. Santos
Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet G. Clary
Feedback on Chapter Drafts J. Stanley/Committee
Verification of Compliance Working Group Update C. Wells
(1-12-17 meeting)
Extended Steering Committee Lunch Meeting Committee
(3-9-17; 1:30 p.m. – 3:00 p.m.)
End-of-Semester Dinner Meeting (date?) Committee

As May Arise Committee

Guest: Dr. Metta Sandoff, Visiting Scholar, Sweden

Note: Senate presentation (5-4-17; 4:00 p.m.)

Next Meeting: Thursday, March 9, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317 (Extended Steering Committee Lunch)
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, April 6, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 203

Notes (2-23-17 Steering Committee Meeting) Committee
Notes (3-9-17 Extended Steering Committee Meeting) Committee
Feedback - Extended Steering Committee Meeting Committee

Daily Brief – Middle States Moment M. Santos
Current List of Documents on SharePoint Site C. Wells
“Burdensome Accreditation System Needs Overhaul” C. Wells
CHEA Op-Ed Series Accreditation and Overhaul

E-Mail to Working Groups C. Wells

Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet G. Clary

Second Chapter Drafts (due 4-14-17) Committee
Feedback on Chapter Drafts J. Stanley/Committee
Meeting Schedule Committee

As May Arise Committee

Note: Senate presentation (5-4-17; 4:00 p.m.)

Next Meeting: Thursday, April 27, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, April 27, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Working Group Chapter Drafts Received  C. Wells
• Standard I: Mission and Goals
• Standard II: Ethics and Integrity
• Standard III: Design and Delivery of the Student Learning Experience
• Standard IV: Support of the Student Experience
• Standard V: Educational Effectiveness Assessment
• Standard VII: Governance, Leadership, and Administration

Chapter Drafts (update)  J. Stanley

Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet (update)  G. Clary

2008 External Team Suggestions/PRR Responses  Committee

Preliminary Campus Visit (Thursday, October 26, 2017)  C. Wells

Review Senate Presentation (Thursday, May 4, 2017)  C. Wells

Next Meeting:  Thursday, May 11, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminder:  External Team Visit
Sunday, March 4, 2018 – Wednesday, March 7, 2018
AGENDA
MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, May 11, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Questions to be Answered:
• Does Chapter address criteria outlined in Standard?
• Does Chapter go beyond addressing criteria outlined in the Standard?
• Does Chapter present University in a positive, yet honest, manner?
• Does Chapter utilize sufficient data to document statements and recommendation(s)?

Proposed Structure for Chapters 1 Through 7:
Definition of Standard in italics

Working Group I was charged with (1.) examining relevant documents, policies, procedures, and processes as they relate to mission and goals; (2.) providing a thorough analysis of Kutztown University’s strengths, challenges, and opportunities with regard to its mission and goals; (3.) providing linkages, where appropriate, between Standard I and relevant institutional priorities; and, (4.) making recommendations for institutional improvement related to mission and goals.

1.1 Mission, Vision and Goals
1.2 Strategic Plan
1.3 General Education Goals
1.4 Recommendations

Examples of Continuous Improvement From Assessment Results

Summer Timeline
Thursday, May 25        Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8        Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22       Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6         Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten)
                        C. DeMarco (cover page; chapter headings)
Thursday, July 20       Introduction (draft); Executive Summary (draft)
Thursday, August 3      Review drafts of Introduction and Executive Summary
                        Conclusions (draft)
Thursday, August 17     Review draft of Conclusions; Table of Contents
Thursday, August 31     Final Draft of Self-Study

Next Meeting: Thursday, May 25, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317
Reminders:
Thursday, October 26, 2017 (Dr. John Ettling Preliminary Campus Visit)
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, May 25, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Examples of Continuous Improvement From Assessment Results

Questions to be answered related to Self-Study:
1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:
Does chapter address criteria outlined in the Standard?
Does chapter go beyond addressing criteria outlined in the Standard?
Does chapter present University in a positive, yet honest, manner?
Does chapter utilize sufficient data to document statements and recommendation(s)?

Chapter 1: Missions and Goals
• Proposed format
• Add latest Strategic Plan approved by COT on 4/21/16; add participatory nature of process (J. Silberman)
• Add information on why Purpose was added (J. Stanley)

Chapter 2: Ethics and Integrity
• 2.1 Academic Freedom and Protection of Intellectual Property
• 2.2 Compliance with Title IX and Nondiscrimination Statutes
• 2.3 Conflict of Interest (Does this section need more detail?)
• 2.4 Respect
• 2.5 Addressing Grievances and Complaints
• 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
• 2.7 Academic Honesty (needs work; incorporation of new graduate policy and task force for revision of Policy ACA-027)
• 2.8 Accessibility and Review of Policies
• 2.9 Compliance with Federal Requirements (does not mention Consumer Information website and Verification of Compliance document)
• 2.10 Recommendations (Should they be addressed now?)

Chapter 3: Design and Delivery of the Student Learning Experience
• Are there Standard III criteria that are not addressed in this Chapter?
• 3.1 General Education (expand this section; little reporting on assessment results; Queens College Self-Study devotes 8 pages to this section)
• 3.2 Academic Programs (colleges need to have separate paragraphs; little mention of minors and passing mention of doctoral programs)
• 3.3 Transfer Students and Adult Learners
• 3.4 Diversity
• 3.5 Student Support (alphabetize and perhaps group into categories)
• 3.6 Curricula and Program Oversight (more detail on UCC, accreditation, and assessment)
• 3.7 Faculty (provide table with faculty by rank and college; provide information on faculty demographics; attach agenda from New Faculty Orientation)
• Among other criteria that were not addressed, did not address #3 (no mention of check sheet website and eight-semester planners)
• 3.8 Recommendations: Can military personnel recommendation be addressed now? Not good to say that assessment processes and results are not being shared.

Summer Timeline
Thursday, May 25  Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8  Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22 Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6  Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten)
                   C. DeMarco (cover page; chapter headings)
Thursday, July 20  Introduction (draft); Executive Summary (draft)
Thursday, August 3 Review drafts of Introduction and Executive Summary
                   Conclusions (draft)
Thursday, August 17 Review draft of Conclusions; Table of Contents
Thursday, August 31 Final Draft of Self-Study

Next Meeting: Thursday, June 8, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:
Thursday, October 26, 2017 (Dr. John Ettling Preliminary Campus Visit)
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, June 8, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

J. Stanley Responsibilities:
• Ensure all necessary documents are incorporated and cited consistently and appropriately
• Ensure all criteria for each standard are addressed
• Check for acronyms, abbreviations, and headings. Ensure tables and charts are labeled correctly
• Ensure consistently in format, style, tone, and voice
• Create Table of Contents
• Create Appendices

Chapter 1: Missions and Goals
• 1.1 Mission, Vision, Goals, and Purpose
• 1.2 The Strategic Plan and Process
• 1.3 Connecting Mission and Goals
• 1.4 Missions and Goals: Alignments with Department, College, and Division Statements
• 1.5 Recommendations

Chapter 2: Ethics and Integrity
• 2.1 Academic Freedom and Protection of Intellectual Property
• 2.2 Compliance with Title IX and Nondiscrimination Statutes
• 2.3 Conflict of Interest
• 2.4 Respect
• 2.5 Addressing Grievances and Complaints
• 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
• 2.7 Academic Honesty
• 2.8 Accessibility and Review of Policies
• 2.9 Compliance with Federal Requirements
• 2.10 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience
• 3.1 General Education
• 3.2 Academic Programs
• 3.3 Transfer Students and Adult Learners
• 3.4 Diversity
• 3.5 Student Support
• 3.6 Curricula and Program Oversight
• 3.7 Faculty
• 3.8 Recommendations

Chapter 4: Support of the Student Experience
• 4.1 Marketing and Admissions Recruitment Processes
• 4.2 Student Success Processes
• 4.3 Athletic Programs
• 4.4 University Life and Student Services
• 4.5 Student Complaints and Grievance Processes and Procedures
• 4.6 Security of Student Records and Release of Student Information
• 4.7 Assessment of the Student Experience
• 4.8 Recommendations

Chapter 5: Educational Effectiveness Assessment
• 5.1 Articulating Student Learning Outcomes
• 5.2 Monitoring of Expectations of Student Learning and Curriculum Mapping
• 5.3 Data Collection, Analysis, and Improvement
• 5.4 Post University Career and Educational Success
• 5.5 Recommendations

Summer Timeline
Thursday, May 25  Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8  Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22 Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6  Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten)
              C. DeMarco (cover page; chapter headings)
Thursday, July 20  Introduction (draft); Executive Summary (draft)
Thursday, August 3  Review drafts of Introduction and Executive Summary
                   Conclusions (draft)
Thursday, August 17 Review draft of Conclusions; Table of Contents
Thursday, August 31 Final Draft of Self-Study

Next Meeting: Thursday, June 22, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:
Thursday, October 26, 2017 (Dr. John Ettling Preliminary Campus Visit)
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

Questions to be answered related to Self-Study:
1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:
• Does chapter address criteria outlined in the Standard?
• Does chapter go beyond addressing criteria outlined in the Standard?
• Does chapter present University in a positive, yet honest, manner?
• Does chapter utilize sufficient data to document statements and recommendation(s)?
Team Chair’s Preliminary Visit – Draft Agenda  Committee

Chapter 5: Educational Effectiveness Assessment  Committee

Chapter 6: Planning, Resources, and Institutional Improvement  Committee

Chapter 7: Governance, Leadership, and Administration  Committee

Note: Should Chapters 1, 2, 3, and 5 end with sections on assessment like Chapters 4, 6, and 7; i.e., Assessment of Mission and Goals; Assessment of Ethics and Integrity; Assessment of the Design and Delivery of the Student Learning Experience; Assessment of Educational Effectiveness?

Chapter 1: Missions and Goals
  • 1.1 Mission, Vision, and Goals
  • 1.2 Purpose
  • 1.3 The Strategic Plan and Process
  • 1.4 Connecting Mission and Goals
  • 1.5 Missions and Goals: Alignments with Department, College, and Division Statements
  • 1.6 Recommendations

Chapter 2: Ethics and Integrity
  • 2.1 Academic Freedom and Protection of Intellectual Property
  • 2.2 Compliance with Title IX, Nondiscrimination Statutes, and Clery Act
  • 2.3 Conflict of Interest
  • 2.4 Respect
  • 2.5 Addressing Grievances and Complaints
  • 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
  • 2.7 Academic Honesty
  • 2.8 Accessibility and Review of Policies
  • 2.9 Dissemination of Information and Compliance
  • 2.10 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience
  • 3.1 General Education
  • 3.2 Academic Programs
• 3.3 Transfer Students and Adult Learners
• 3.4 Diversity
• 3.5 Student Support
• 3.6 Curricula and Program Oversight
• 3.7 Faculty
• 3.8 Recommendations

Chapter 4: Support of the Student Experience
• 4.1 Marketing and Admissions Recruitment Processes
• 4.2 Student Success Processes
• 4.3 Athletic Programs
• 4.4 University Life and Student Services
• 4.5 Student Complaints and Grievance Processes and Procedures
• 4.6 Security of Student Records and Release of Student Information
• 4.7 Assessment of the Student Experience
• 4.8 Recommendations

Chapter 5: Educational Effectiveness Assessment
• 5.1 Articulating Student Learning Outcomes
• 5.2 Monitoring of Expectations of Student Learning and Curriculum Mapping
• 5.3 Data Collection, Analysis, and Improvement
• 5.4 Post University Career and Educational Success
• 5.5 Recommendations

Chapter 6: Planning, Resources, and Institutional Improvement
• 6.1 Budget Planning and Allocation Processes
• 6.2 Fiscal and Human Resources
• 6.3 Facilities and Technology
• 6.4 Audit
• 6.5 Assessment of Planning, Resources, and Institutional Improvement
• 6.6 Recommendations

Chapter 7: Governance, Leadership, and Administration
• 7.1 Governance
• 7.2 Board of Governors and Council of Trustees
• 7.3 University Administration
• 7.4 Tripartite Governance Structure
• 7.5 Student Involvement in Governance
• 7.6 Communication
• 7.7 Assessment of Governance, Leadership, and Administration
• 7.8 Recommendations
Summer Timeline
Thursday, May 25  Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8  Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22 Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6  Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten)
C. DeMarco (cover page; chapter headings)
Thursday, July 20  Introduction (draft); Executive Summary (draft)
Thursday, August 3  Review drafts of Introduction and Executive Summary
Conclusions (draft)
Thursday, August 17 Review draft of Conclusions; Table of Contents
Thursday, August 31 Final Draft of Self-Study

Next Meeting: **Thursday, July 20, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:  
Thursday, October 26, 2017 (Dr. John Ettling Preliminary Campus Visit)
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

Questions to be answered related to Self-Study:
1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:
- Does chapter address criteria outlined in the Standard?
- Does chapter go beyond addressing criteria outlined in the Standard?
- Does chapter present University in a positive, yet honest, manner?
- Does chapter utilize sufficient data to document statements and recommendation(s)?
AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, July 20, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Fall Meeting Schedule (see p. 3) Committee

Self-Study
- Introduction C. Wells/Committee
- Chapter 1 G. Clary/Committee
- Chapter 2 G. Clary/J. Pena/Committee
- Chapter 3 G. Clary/Committee
- Chapter 4
- Chapter 5
- Chapter 6 J. Silberman/Committee
- Chapter 7

Chapter 1: Missions and Goals
- 1.1 Mission, Vision, and Purpose
- 1.2 Strategic Goals
- 1.3 Objectives and Initiatives of the Strategic Plan
- 1.4 Assessment of Mission and Goals
- 1.5 Recommendations

Chapter 2: Ethics and Integrity
- 2.1 Academic Freedom and Protection of Intellectual Property
- 2.2 Compliance with Title IX, Nondiscrimination Statutes, and Clery Act
- 2.3 Conflict of Interest
- 2.4 Respect
- 2.5 Addressing Grievances and Complaints
- 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
- 2.7 Academic Honesty
- 2.8 Accessibility and Review of Policies
- 2.9 Dissemination of Information and Compliance
- 2.10 Assessment of Ethics and Integrity
- 2.11 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience
- 3.1 General Education
- 3.2 Academic Programs
- 3.3 Transfer Students and Adult Learners
• 3.4 Diversity
• 3.5 Student Support
• 3.6 Curricula and Program Oversight
• 3.7 Faculty
• 3.8 Assessment of the Design and Delivery of the Student Learning Experience
• 3.9 Recommendations

Chapter 4: Support of the Student Experience
• 4.1 Marketing and Admissions Recruitment Processes
• 4.2 Student Success Processes
• 4.3 Athletic Programs
• 4.4 University Life and Student Services
• 4.5 Student Complaints and Grievance Processes and Procedures
• 4.6 Security of Student Records and Release of Student Information
• 4.7 Assessment of the Student Experience
• 4.8 Recommendations

Chapter 5: Educational Effectiveness Assessment
• 5.1 Articulating Student Learning Outcomes
• 5.2 Monitoring of Expectations of Student Learning and Curriculum Mapping
• 5.3 Data Collection, Analysis, and Improvement
• 5.4 Post University Career and Educational Success
• 5.5 Assessment of Educational Effectiveness
• 5.6 Recommendations

Chapter 6: Planning, Resources, and Institutional Improvement
• 6.1 Budget Planning and Allocation Processes
• 6.2 Fiscal and Human Resources
• 6.3 Facilities and Technology
• 6.4 Audit
• 6.5 Assessment of Planning, Resources, and Institutional Improvement
• 6.6 Recommendations

Chapter 7: Governance, Leadership, and Administration
• 7.1 Governance
• 7.2 Board of Governors and Council of Trustees
• 7.3 University Administration
• 7.4 Tripartite Governance Structure
• 7.5 Student Involvement in Governance
• 7.6 Communication
• 7.7 Assessment of Governance, Leadership, and Administration
• 7.8 Recommendations
Summer Timeline
Thursday, May 25  Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8  Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22  Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6  Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten)
C. DeMarco (cover page; chapter headings)
Thursday, July 20  Introduction (draft); Executive Summary (draft)
Thursday, August 3  Review drafts of Introduction and Executive Summary
Conclusions (draft)
Thursday, August 17  Review draft of Conclusions; Table of Contents

Fall 2017 Meeting Schedule
Thursday, August 31
Thursday, September 14
Thursday, September 28
Thursday, October 12
Thursday, October 26 (no meeting – Dr. Ettling campus visit)
Thursday, November 9
Thursday, November 23 (no meeting – Thanksgiving holiday)
Thursday, November 30
Thursday, December 7 (no meeting – Council of Trustees meeting)
Thursday, December 14
Thursday, December 28 (no meeting – University closed)

Next Meeting: Thursday, August 3, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:
Monday, September 25, 2017 – Appreciation Dinner
Thursday, October 26, 2017 – Dr. John Ettling Preliminary Campus Visit
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

Questions to be answered related to Self-Study:
1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:
- Does chapter address criteria outlined in the Standard?
• Does chapter go beyond addressing criteria outlined in the Standard?
• Does chapter present University in a positive, yet honest, manner?
• Does chapter utilize sufficient data to document statements and recommendation(s)?
The following departments/units have completed self-studies and external reviews:
- Career Development Center (J. Silberman completed evaluation sheet)
- Center for Academic Success and Achievement (W. Hilton completed evaluation sheet)
- Housing, Residence Life, and Dining (G. Clary to complete evaluation sheet)
- KU Presents (G. Clary to complete evaluation sheet)
- Marketing (J. Pena, C. Wells, and B. Meares completed evaluation sheet)
- University Relations (G. Clary and B. Meares completed evaluation sheet)

The following departments/units will be conducting a self-study in 2017-2018:
- Athletics
- Counseling and Psychological Services
- Graduate Admissions
- Procurement Services
- Public Safety
- Student Involvement
- Student Union Operations
- Veterans Services

The following departments/units have completed a self-study and are preparing for external reviews in 2017-2018:
- Academic Enrichment
- Community Outreach Center
- Connections
- Disability Services
- Distance Education
- Facilities
- Grants and Sponsored Projects
- Human Resources (J. Pena completed evaluation sheet)
- Information Technology (consultant) (N. Snow completed evaluation sheet)
- Institutional Research (C. Wells assigned evaluation sheet)
- International Admissions (M. Santos completed evaluation sheet)
- Multicultural Services
- Office of Assessment
- Office of Student Accounts (C. Wells assigned evaluation sheet)
- Recreational Services (M. Santos completed evaluation sheet)
- Student Conduct (B. Meares assigned evaluation sheet)
- Undergraduate Admissions (B. Meares assigned evaluation sheet)