AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, August 31, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Fall Meeting Schedule      Committee

Self-Study      Committee
General Questions:
Use of “we” and “our” vs. KU, Kutztown, and Kutztown University.
Differing length of introductions to Chapters 1-7.
More detailed explanation with each Recommendation

Appreciation Dinner – PowerPoint      Committee

Introduction
• Overview of the Institution
• Leadership Structure
• Selected Achievements
• Scope and Design of the Self-Study

Chapter 1: Mission and Goals
• 1.1 Mission, Vision, and Purpose
• 1.2 Strategic Goals
  Goal 1: Academic Excellence
  Goal 2: Community Engagement and Goal 4: Stewardship of the University’s Infrastructure
  Goal 3: Caring Campus Community
• 1.3 Objectives and Initiatives of the Strategic Plan
  Goal 1: Objectives and Actions – Academic Excellence
  Goal 2: Objectives and Actions – Community Engagement
  Goal 3: Objectives and Actions – Caring Campus Community
  Goal 4: Objectives and Actions – Stewardship of the University’s Infrastructure
• 1.4 Assessment of Mission and Goals
• 1.5 Recommendations

Chapter 2: Ethics and Integrity
• 2.1 Infrastructure that Promotes Ethics and Integrity
  Academic Freedoms
  Conflict of Interest
• 2.2 Infrastructure to Address Possible Violations of Ethics and Integrity
Processes for Students
Processes for Employees
Processes for the General Public
• 2.3 Assessment of Ethics and Integrity
• 2.4 Respect
• 2.5 Compliance with Laws and Regulations
  Prevention of Discrimination and Support of Campus Safety
  Public Dissemination of Information
• 2.6 Hiring, Classification, Evaluation, and Termination
  Fairness in Evaluations
• 2.7 Campus Safety
• 2.8 Communications
• 2.9 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience
• 3.1 University Processes that Encourage Best Practices
• 3.2 A Qualified and Sufficient Faculty
  Promoting Faculty Excellence
• 3.3 General Education
• 3.4 Academic Programs
  College of Business
  College of Education
  College of Liberal Arts and Sciences
  College of Visual and Performing Arts
• 3.5 Recommendations

Chapter 4: Support of the Student Experience

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
  Program Review and Effectiveness
  Program Assessment Data and Analysis
  Dissemination of Assessment Results
• 5.4 Post University Career and Educational Success
  Outcomes Survey
  Alumni Survey
• 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

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, September 14, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317**

**Reminders:**
Monday, September 25, 2017 – Appreciation Dinner
**Monday, October 9, 2017 – send draft Self-Study to Dr. John Ettling**
Thursday, October 26, 2017 – Dr. John Ettling Preliminary Campus Visit
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AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Tuesday, September 19, 2017
12:00 p.m. – 1:30 p.m.
Stratton Administration Building Room 317

Appreciation Dinner – PowerPoint Slides Committee

Dr. Ettling Preliminary Campus Visit Committee

Chapter 6 J. Silberman

Chapter 7 G. Clary

Introduction
- Overview of the Institution
- Leadership Structure
- Selected Achievements
- Scope and Design of the Self-Study

Chapter 1: Mission and Goals
- 1.1 Mission, Vision, and Purpose
- 1.2 Strategic Goals
  Goal 1: Academic Excellence
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- 1.4 Assessment of Mission and Goals
- 1.5 Recommendations

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- 2.1 Infrastructure that Promotes Ethics and Integrity
  Academic Freedoms
  Conflict of Interest
- 2.2 Infrastructure to Address Possible Violations of Ethics and Integrity
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  Processes for Employees
Processes for the General Public

- 2.3 Assessment of Ethics and Integrity
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Chapter 3: Design and Delivery of the Student Learning Experience

- 3.1 University Processes that Encourage Best Practices
- 3.2 A Qualified and Sufficient Faculty
  Promoting Faculty Excellence
- 3.3 General Education
- 3.4 Academic Programs
  College of Business
  College of Education
  College of Liberal Arts and Sciences
  College of Visual and Performing Arts
- 3.5 Recommendations

Chapter 4: Support of the Student Experience

- 4.1 A Snapshot of our Success
- 4.2 Admissions Policies and Processes
- 4.3 Academic Supports for Student Success
- 4.4 Financial Supports for Student Success
- 4.5 Rounding out the Student Experience
- 4.6 Reflection on Support of the Student Experience
- 4.7 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
  Program Review and Effectiveness
  Program Assessment Data and Analysis
  Dissemination of Assessment Results
- 5.4 Post University Career and Educational Success
  Outcomes Survey
  Alumni Survey
- 5.5 Assessment of Educational Effectiveness
• 5.6 Recommendations

Chapter 6: Planning, Resources, and Institutional Improvement
• 6.1 Institutional Planning Processes
• 6.2 Fiscal Overview and Resource Allocation Processes
  E & G Base Budget Revenue Projections
  E & G Base Budget Expenditure Projections
  Strategic Initiative Request Process
  Other Operating Budget Processes
  Capital Budget Process
• 6.3 Sufficiency of Resources
  Financial Resources
  Human Resources
  Facilities and Technology
• 6.4 Audit
• 6.5 Assessment of Planning, Resources, and Institutional Improvement
  Institutional Assessment
  Unit Assessment
• 6.6 Recommendations

Chapter 7: Governance, Leadership, and Administration
• 7.1 Act 188 – The Legislative Foundation of the University
• 7.2 Shared Governance
• 7.3 Council of Trustees
• 7.4 The President and University Administration
• 7.5 Student Involvement in Governance
• 7.6 Communication
• 7.7 Assessment of Governance, Leadership, and Administration
• 7.8 Recommendations

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AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, September 28, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Appreciation Dinner – Debriefing Committee

New Middle States Liaison Committee
Dr. Idna Corbett

Middle States Update – SPRC Meeting Committee
(Friday, September 29, 2017)

Friday, October 6 (10:00 a.m. – 1:30 p.m.) Self-Study Draft Meetings
Monday, October 9 (8:00 a.m. – 2:00 p.m.) (chapter assignments)

Self-Study Draft #10 Committee

Introduction
- Overview of the Institution
- Leadership Structure
- Demographic Growth and Change
- Selected Achievements
  Goal 1: Academic Excellence
  Goal 2: Community Engagement
  Goal 3: Caring Campus Community
  Goal 4: Stewardship of the University’s Infrastructure
- Scope and Design of the Self-Study

Chapter 1: Mission and Goals
- 1.1 Mission, Vision, and Purpose
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- 1.4 Assessment of Mission and Goals
1.5 Recommendations

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- 2.1 Infrastructure that Promotes Ethics and Integrity
  - Academic Freedoms
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  - Processes for Students
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- 4.1 A Snapshot of our Success
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   University Curriculum Committee
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7.6 Reflections on Standard VII
7.7 Recommendation
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Open Forum – Debriefing and Going Forward Committee

MSCHE Town Hall Meeting – October 16, 2017 C. Wells

Team Chair’s Preliminary Visit – Debriefing Committee

Self-Study Committee
- Middle States Team Visit Committee
- Evaluation Team Roster
- Timeline
- Document

Introduction
- Overview of the Institution
- Leadership Structure
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**Reminders:**
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- **Sunday, March 4, 2018 – Wednesday, March 7, 2018** (External Team Visit)

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AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

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

Reminder: Thursday, December 14 is a lunch meeting

Verification of Compliance Report     C. Wells

Self-Study     Committee
  Campus feedback
  Review draft document
  J. Stanley – insert links (date?)
  Proofread document – January 11
  N. Snow – January 15

Documents for USB Flash Drives     Committee
  ✔ Self-Study (N. Snow/C. Wells)
  ✔ Verification of Compliance Report (C. Wells)
  ✔ Strategic Plan (J. Silberman)
  ✔ 2016-2017 Institutional Profile (N. Snow)
  ✔ Archived Catalogs (B. Meares)
  ✔ 2017-2018 Undergraduate Catalog (B. Meares/C. Wells)
  ✔ 2017-2018 Graduate Catalog (C. Wells)
  ✔ Organizational Chart (B. Meares)
  ✔ 2017 Faculty Handbook (C. Wells)
  ✔ Student Handbook, The Key (B. Meares)
  ✔ IPEDS Financial Information (3 years) (N. Snow)
  ✔ Enrollment Data (3 years) (N. Snow)
  ✔ Financial Plan (J. Silberman)
  ✔ Audited Financial Statements (2 years) (J. Silberman)
  ✔ Projected Enrollment (N. Snow/J. Silberman)

Team Visit Committee:
  B. Meares (transportation)
  L. Rivera (technology)
  M. Simons (evidence repository)
  K. Steward (finances/transportation)
  J. Tanzos (catering/on-campus room reservations)
  C. Wells (evaluation team chair/team; President’s office; Bear Creek)

Fall 2017 Meeting Schedule
Thursday, December 7 (no meeting – Council of Trustees)
Thursday, December 14 (lunch meeting)
Thursday, December 28 (no meeting – University closed)

**Spring 2018 Meeting Schedule**
Thursday, January 4 (if needed)
Thursday, January 11 (if needed)
Thursday, January 18 (if needed)

Next Meeting: **Thursday, December 14, 2017; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317**

**Reminders:**
Friday, January 19, 2018 – send Self-Study to Middle States and evaluation team
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

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MSCHE 2017 Annual Conference (12/6/17 – 12/8/17)

Accommodations for External Team

C. Wells

Self-Study

Committee

- J. Stanley – insert links (date?)
- Proofreading – January 11
- N. Snow – January 15
- Flash Drives – January 16
- Middle States/Evaluation Team – January 17

Documents for USB Flash Drives

Committee

✓ Self-Study (N. Snow/C. Wells)
✓ Evidence Inventory (M. Simons/A. Mull)
✓ Verification of Compliance Report (C. Wells)
✓ Strategic Plan (J. Silberman)
✓ 2016-2017 Institutional Profile (N. Snow)
✓ Archived Catalogs (B. Meares)
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✓ Student Handbook, The Key (B. Meares)
✓ IPEDS Financial Information (3 years) (N. Snow)
✓ Enrollment Data (3 years) (N. Snow)
✓ Financial Plan - Auxiliary (J. Silberman)
✓ Financial Plan – Restricted (J. Silberman)
✓ Financial Plan – E & G (J. Silberman)
✓ Financial Plan – Total (J. Silberman)
✓ Audited Financial Statements (2016 and 2017) (J. Silberman)
✓ Projected Enrollment (N. Snow/J. Silberman)
✓ Note: no management letters

Team Visit Committee:

B. Meares (transportation)
L. Rivera (technology)
M. Simons (evidence repository)
K. Steward (finances/transportation)
J. Tanzos (catering/on-campus room reservations)
C. Wells (evaluation team chair/team; President’s office; Bear Creek)
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AGENDA – JOINT MEETING
MIDDLE STATES STEERING COMMITTEE AND
TEAM VISIT COMMITTEE

Thursday, January 25, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Self-Study and Supporting Documents (on USB flash drive)

Evaluation Team Members (see handout)

Bear Creek Room Reservations (see handout)

Invoice for Self-Study Evaluation Visit (see handout)

Banner for Visit: Welcome Middle States Evaluation Team

Pin: Please welcome the Middle States Reaccreditation Team to campus on March 4-7 and proudly wear this new KU pin

Message from President Hawkinson
Re: Middle States Institutional Reaccreditation
Dear Students, Faculty, and Staff
I am happy to report that our Self-Study document has been sent to Middle States and the reaccreditation team, and we are ready to welcome them to campus on Sunday, March 4 through Wednesday, March 7.

This is a campus-wide activity, as continuation as a Middle States accredited institution is contingent upon the visiting team’s review and recommendations.

All administrative offices will remain open, functional, and fully staffed during the site visit. No other meetings will be scheduled during this time.

The meetings scheduled during the visit will be posted late in February; this will include an exit report session on Wednesday, March 7 in Alumni Auditorium at which the chair of the visiting team presents an oral version of the written evaluation report. This session is open to all members of the campus.

Thank you for your support during this important visit.

Campus Meetings
Daily Brief – Middle States Decennial Reaccreditation – Update
The Middle States Decennial Self-Study Report was mailed to Middle States and the nine members of the evaluation team on January 19. The
Self-Study is located on the Middle States website at: https://www.kutztown.edu/about-ku/administration/accreditations/middle-states-accreditation.htm. In preparation for the campus visit scheduled for March 4 – March 7, 2018, students, faculty, and staff are invited to the following information sessions (11:00 a.m. – 12:00 p.m.). Members of the Steering Committee will answer questions about the self-study process, self-study report, evidence repository, evaluation team, site visit, accreditation, and Middle States.

<table>
<thead>
<tr>
<th>Day/Date</th>
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<tbody>
<tr>
<td>Sunday, March 4</td>
<td>Dinner List (see handout); review with President (2/2/18)</td>
<td>First Draft – Evaluation Team Visit (see handout)</td>
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Schedule:
- Deliver Self-Study/USB to President, Hilton, Ogeka: 1/25/18
- Deliver Self-Study/USB to Co-Chairs: week of 1/29
- Upload Self-Study to webpage: week of 1/29
- Mail Self-Study/USB to COT: week of 2/5
- Place catering orders: week of 2/5
- Send invitations to Sunday dinner: week of 2/5
- Purchase Starbucks gift cards: week of 2/5
- Order baskets from Mr. Food: week of 2/19

Steering Committee:
- K. Hawkinson
- C. Wells
- J. Silberman
- G. Clary
- P. Ache
- B. Meares
- J. Pena
- K. Prock
- M. Santos
- N. Snow
- J. Stanley
- B. Yeboah
- A. Zayaitz

Team Visit Committee:
- B. Meares (transportation)
- L. Rivera (technology)
- M. Simons (evidence repository)
- K. Steward (finances/transportation)
- J. Tanzos (catering/on-campus room reservations)
- C. Wells (evaluation team chair/team; President’s office; Bear Creek)
Review “Non-Academic Program Review Guidelines”

Review “Non-Academic Program Reviews (January, 2018)”

Review New Student Orientation: Self-Study and External Review

Review Student Conduct Program: Self-Study and External Review

Recommend to Cabinet that the following summaries be forwarded to the State System Office of the Chancellor:

1. Career Development Center (N. Snow to review; J. Silberman completed)
2. Center for Academic Success and Achievement (B. Meares to review; W. Hilton completed)
3. Housing, Residence Life, and Dining (G. Clary to complete evaluation, J. Pena to review)
4. KU Presents (G. Clary to complete evaluation; J. Silberman to review)
5. Marketing
6. University Relations
Implementation Team for Institutional Effectiveness Meeting

Thursday, May 17, 2018  
1:30 p.m. – 3:00 p.m.  
Stratton Administration Building Room 317

AGENDA

Middle States Evaluation Team Report (draft Recommendations and Requirements)  
Team

State System Policy 1986-04-A Program Review (draft)  
Team

State System Procedure/Standard Number 2018-_______ Review of Academic Programs and Programs in Support of the Student Experience (draft)  
Team

Non-Academic Program Reviews (May 2018)  
Team

Reviews to be forwarded to Cabinet:

- Academic Enrichment Department (needs 2 evaluators)
- Career Development Center (completed – Silberman/Snow)
- CASA (completed – Hilton/Meares)
- Grants and Sponsored Projects (Hilton to complete; Wells completed)
- Housing, Residence Life, and Dining (Clary to complete, Pena to complete)
- Information Technology (Snow completed; needs 1 evaluator)
- KU Presents (Clary to complete; Silberman to complete)
- Marketing (completed – Meares/Pena/Wells)
- New Student Orientation (completed – Snow/Wells)
- Student Conduct (completed – Snow/Wells)
- University Relations (completed – Clary/Meares)

Non-Academic Program Review Guidelines  
Team

Current Team Responsibilities and Membership  
(see description in 2013 Periodic Review Report)  
Team

As May Arise
Implementation Team for Institutional Effectiveness Meeting

Thursday, June 7, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Annual Assessment Template – Draft  
• June 18: template/guidelines sent to vice presidents for distribution  
• July 20: completed template returned to vice presidents  
• August 14: vice presidents submit division assessment report  

Institutional Effectiveness Assessment Plan  
• October 14: distributed to campus  

Non-Academic Program Reviews (June 2018)  

Reviews to be forwarded to Cabinet:

• Academic Enrichment Department (completed – Snow/Wells)
• Career Development Center (completed – Silberman/Snow)
• CASA (completed – Hilton/Meares)
• Grants and Sponsored Projects (Hilton to complete; Wells completed)
• Housing, Residence Life, and Dining (Clary to complete, Pena to complete)
• Information Technology (Snow completed; Hilton to complete)
• International Admissions and Services (needs 2 evaluators)
• KU Presents (Clary to complete; Silberman to complete)
• Marketing (completed – Meares/Pena/Wells)
• New Student Orientation (completed – Snow/Wells)
• Student Conduct (completed – Snow/Wells)
• University Relations (completed – Clary/Meares)

Non-Academic Program Review Guidelines (edits)  

Annual Institutional Update (opens August 27; closes September 28)  

As May Arise

Next Meeting: Thursday, July 12, 2018; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building, Room 317
Implementation Team for Institutional Effectiveness Meeting

Thursday, July 12, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

MSCHE Statement of Accreditation Status C. Wells
• History of KU MSCHE Accreditation
• Standard V Educational Effectiveness Assessment
• Dr. K. Hawkinson 4/19/18 response letter to evaluation team report
• Draft agenda – Dr. I. Corbett 9/12/18 campus visit
• Draft letter – Dr. K. Hawkinson letter explaining progress to date

Annual Institutional Update (opens August 27; closes September 28) N. Snow

KU Institutional Effectiveness Assessment Plan G. Clary

Non-Academic Program Reviews (July 2018) Team

Reviews to be forwarded to Cabinet:

• Academic Enrichment Department (completed – Snow/Wells)
• Career Development Center (completed – Silberman/Snow)
• CASA (completed – Hilton/Meares)
• Facilities (Pena completed; Santos to complete)
• Grants and Sponsored Projects (completed – Hilton/Wells)
• Housing, Residence Life, and Dining (completed – Clary/Pena)
• Information Technology (completed – Hilton/Snow)
• International Admissions and Services (Santos to complete; Silberman to complete)
• KU Presents (completed – Clary/Silberman)
• Marketing (completed – Meares/Pena/Wells)
• New Student Orientation (completed – Snow/Wells)
• Student Conduct (completed – Snow/Wells)
• University Relations (completed – Clary/Meares)

Non-Academic Program Review Guidelines (edits) C. Wells

As May Arise

Next Meeting