

UNIVERSITY SELF STUDY STEERING COMMITTEE
Minutes
April 7, 2006

Present: Dr. Harold Baillie (Charge), Mr. Jerome DeSanto (Charge),
Dr. Dona Carpenter, Ms. Robyn Dickinson, Sr. Bernadette Duross,
Dr. Richard Klonoski, Dr. Linda Ledford-Miller, Ms. Constance
McDonnell, Dr. John McInerney, Dr. Elizabeth Randol, Dr. David
Rusak, Dr. Edward Scahill, Mr. Edward Steinmetz (Co-Chair),
Ms. Bonnie Strohl, Ms. Valerie Taylor and Dr. Janice Voltzow (Co-Chair)

Recorder: Ms. Linda Scherer

1.0 Welcome and Committee Charge

Dr. Baillie and Mr. DeSanto welcomed members to the first meeting of the University's Self Study Steering Committee and presented the charge. Gratitude and appreciation were expressed to everyone for agreeing to participate on the Steering Committee. Members were chosen because of their talents, focus and respect within the University community.

Dr. Voltzow and Mr. Steinmetz will serve as Co-Chairs for the committee. Ms. Dickinson is the University's Liaison to Middle States. The Planning, Assessment and Institutional Research Office (PAIRO) will support the efforts of the committee, along with Karyn Salitsky, Administrative Assistant to the Vice-President for Planning and CIO. A separate budget has also been established for this project in the next two years. If there are any issues which cannot be resolved within the structure of this committee, Dr. Baillie and Mr. DeSanto are available to assist with the resolution. Dr. Baillie spoke about the special emphasis on Ignatian Education that will be the focus of the Self Study.

2.0 Project Overview

2.1 Organization

Dr. Voltzow gave an overview of the project ahead noting that members will be looking at and reflecting on the University's strengths and weaknesses and making recommendations.

Dr. Voltzow gave a very informative presentation on the mollusk which is used by Middle States for the cover of their publications. She explained the process of how the mollusk periodically puts down a new chamber and that while the old chambers remain, new ones are added representing that even as we move forward, we still have connections to the past.

2.2 Timeline

Mr. Steinmetz reviewed the timeline for the Self Study process which began fall 2005 and will conclude in summer 2008. This timeline is also available in the draft Self Study Design document on page 36.

2.3 Materials/Resources

The following materials were distributed to members:

- a. Design for Self Study document (draft)
- b. Characteristics of Excellence in Higher Education (Middle States Publication-2006)
- c. Periodic Review Report Prepared for The Middle States Commission on Higher Education (2 June 2003)
- d. Report to the Faculty, Administration, Trustees, Students of The University of Scranton (Analysis of Institution's Periodic Review Report – 1 August 2003)
- e. Self Study Steering Committee Membership List

2.4 Schedule for Self Study Preparation Visit on April 20

The schedule for the Self Study Preparation Visit on April 20, 2006 was distributed. Members were encouraged to attend the 9:30 a.m. meeting designated for the Steering Committee with Michael Kiphart, Executive Associate Director, Middle States Commission on Higher Education in the Casey Conference Room in Brennan Hall.

3.0 Ignatian Education Theme

Sr. Duross gave a brief overview on the Statement for Ignatian Education, which is still a work in progress. A decision was made early on that the central focus for the Self Study would be Ignatian Education. The group wanted to look at what is distinctive about being a Jesuit University, along with how do we educate ourselves to look beyond the Jesuits, enlarging our scope to Ignatian Education, which includes academic excellence, civic/cultural engagement, service of faith and promotion of justice. This focus will be community based encouraging broad ownership. Accompanying documents will be prepared for the members once a draft has been completed. Sr. Duross will be available to provide assistance to all of the working groups.

4.0

Homework

4.1 Review Self Study Design

All members were asked to review the Draft Self Study Design document before Dr. Kiphart's visit on April 20th. Dr. Kiphart is our Middle States Staff Liaison and will be helping us to complete the design process.

4.2 Select Members of Working Groups

Dr. Voltzow reviewed the working groups, related standard(s) and chair person for each. This chart can also be found on page 12 of the Draft Self-Study Design document. All chairs should compose their working groups to include staff, faculty and students for a

total of 6 members, plus the chairperson. Lists should be submitted to Dr. Voltzow prior to April 20, 2006.

Each working group is expected to prepare a report of their findings. The charge for the working groups and the guidelines for their reports are located on pages 12 and 13 of the Draft Self-Study Design document.

The Planning Conference Room (302) of the Estate Building will be the official meeting room for the Steering Committee meetings and will be used as the evidence room for the Evaluation Team Visit. All Self Study documents will be housed in Room 303 (Self Study Co-Chairs' Office) and the Planning Conference Room.

Beginning on page 31 of the Draft Self Study Design document, there is an "Inventory of Documents Available for Support". If anyone finds there is something else they need other than what is on the list, please contact Ms. Dickinson, Mr. Steinmetz, Ms. Taylor or Dr. Voltzow. Ms. Taylor is also compiling the web addresses for the documents and will make the list available to the working groups.

4.3 Encourage Participation at Preparation Visit

All members were again encouraged to participate in the Middle States Self Study Preparation Visit with Dr. Michael Kiphart on Thursday, April 20, 2006.

5.0 Next Meeting

Members reviewed their calendars and it was agreed that the next meeting of the Steering Committee be held on [Wednesday, May 17, 2006 from 9:00-10:30 a.m. in the Planning Conference Room 302 of the Estate Building.](#) The meeting was adjourned at 9:10 a.m.

cc: H. Baillie
J. DeSanto