

UNIVERSITY SELF STUDY STEERING COMMITTEE

Minutes August 29, 2006

Present: Dr. Dona Carpenter, Ms. Robyn Dickinson, Sr. Bernadette Duross, Dr. Richard Klonoski, Dr. Linda Ledford-Miller, Ms. Constance McDonnell, Dr. Elizabeth Randol, 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 Approval of Minutes from May 17th Meeting

The minutes from the May 17, 2006 meeting were approved as printed.

2.0 Review and Discussion

2.1 Semester Process/Fall Timetable

Dr. Voltzow and Mr. Steinmetz will chair alternate meetings for the fall. A list of the fall meetings was distributed to members.

2.2 Presentation Sign-Ups

Starting at the October meeting, updates regarding each group's progress, challenges, clarifications/overlaps with other areas of focus and points of confusion will be discussed. A sign-up sheet was passed around the table in order that the 2 slots for October, 3-4 slots for November and 3-4 slots for December be filled in by the Working Group Chairs. By the end of the December meeting, everyone will have been given a chance to present their update.

2.3 Memberships of Working Groups

Mr. Steinmetz requested that all committee chairs finalize their working group lists by the middle of September.

He reviewed the spreadsheets on each standard that were designed for the working groups. The spreadsheets are posted on Blackboard for use by the members. Dr. Voltzow requested that spreadsheets be emailed to her each month. By October 6, 2006, the first column, "Brief Answer" should be completed, by November 9, 2006, the second column, "Analysis of Strengths/Weaknesses" should be filled in and lastly, by December 7, 2006, the "Recommendations" area should be finished.

The spreadsheet is meant to be a tool to help the committee see where it is going with the study and also to help in identifying documents for the study.

2.4 Requests for Data or Assessment from PAIRO

It was recommended that any requests for data or assessment from PAIRO

be requested as soon as you are aware of your need. It was suggested by Ms. Dickinson that you call or email PAIRO in regard to your needs. PAIRO may have already completed surveys that would speak to what you need. The development of new assessments is not recommended. The process can take several weeks in view of the fact that an instrument must be developed, administered, data collected and a final report prepared.

The spreadsheet list of available evidence located in Room 303 was updated this summer and will be available on Blackboard.

3.0 Homework

3.1 Royal Numbers for Working Group Members

Dr. Voltzow no longer needs the Royal numbers for the working group members. There are approximately four more members who are not in the Blackboard system yet and will be added in the near future.

3.2 Working Group Meeting Schedules

Dr. Voltzow asked members to email her their working group meeting schedules by September 12, 2006.

4.0 Blackboard Demonstration

Dr. Voltzow presented an informative demonstration on how to locate the Middle States items posted on Blackboard. Blackboard can be accessed through My Scranton or directly at: www.scranton.edu/bb . The user name is your email address and the password is set to your email password. If you look under “Courses in Which You are Enrolled”, you will locate the self study information there. Dr. Voltzow is listed as the instructor. When you are on “Course Documents”, you can either view the document in Blackboard or click on it to save the document to your desktop or what ever other area you wish.

Dr. Voltzow has also set up working group emails and an entire committee email in order to facilitate efficient communications for the members. She has generously offered to assist anyone who might need further instructions. Ms. Strohl also mentioned that Vince Yanusauskas from the Weinberg Memorial Library is available for training.

5.0 Ignatian Education

Sr. Bernadette Duross will be giving a presentation on Ignatian Education at the next Steering Committee Meeting on September 12, 2006.

6.0 Adjournment

There being no further business to discuss, the meeting adjourned at 9:20 a.m.

cc: H. Baillie
J. DeSanto