

UNIVERSITY SELF STUDY STEERING COMMITTEE
Minutes
November 14, 2006

Present: Ms. Robyn Dickinson, Sr. Bernadette Duross, Dr. Richard Klonoski, Dr. John McInerney, Dr. Linda Ledford-Miller, Ms. Constance McDonnell, 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 Approval of Minutes

The minutes from the October 10, 2006 meeting were approved as printed.

2.0 Presentations of Progress Reports:

2.1 Dona Carpenter—Educational Offerings and Activities

Since Dr. Carpenter was unable to attend the meeting today, she will present her progress report at the December 12, 2006 meeting.

2.2 Richard Klonoski—Faculty

Dr. Klonoski's working group is progressing well. The analysis section of the spreadsheet is near completion. His group will meet again on November 29th for finalization of the analysis section and to begin work on the recommendations. Challenges faced were in the terms of processes with part-time faculty and how standards are addressed; and also how faculty members respond to the Ignatian Vision and how this is measured. Dr. Klonoski will do the draft for the report. The working group members will then review it.

2.3 Linda Ledford-Miller—Assessment

The working group Dr. Ledford-Miller chairs meets every two weeks. Processes were reviewed and questions were analyzed and discussed. Many of the Planning, Assessment and Institutional Research documents were utilized. One obstacle for the working group has been a less than timely response from those contacted. It was also brought out that not all assessment plans have measurable goals. Most questions have short answers completed and recommendations are in discussion. Dr. Ledford-Miller hopes to have most of this work completed this semester.

2.4 Edward Scahill—Leadership, Governance and Administration

Dr. Scahill distributed copies of spreadsheets showing an essence of what has been completed so far by his working group. Due to the volume of text, many members have placed information into word documents. Dr. Voltzow recommended integrating all the information into the grids since she will need it to summarize the final report. Dr. Scahill mentioned that he had a great working group of self starters. A challenge

faced by the members was the number of committees on campus. They also found overlap with the University Council and Faculty Senate. Dr. Scahill remarked how useful the Board Surveys were and the exemplary response to issues by Fr. Pilarz.

3.0 Review and Discussion

Dr. Voltzow brought a copy of the *Scranton Record* containing the group picture for all to see.

A discussion group was set up on Blackboard by Dr. Voltzow for the working group of one member of the committee. If anyone else would like the same, please contact Dr. Voltzow.

3.1 Updates to working group spreadsheets

If anyone needs assistance with the working group spreadsheets, please let Dr. Voltzow know. She is keeping track of the progress and suggested that working groups go on Blackboard and view other's sheets, especially in the case of overlaps with standards.

3.2 Progress by working groups

Dr. Carpenter will be presenting a progress report from her working group at the December meeting. Dr. Voltzow reminded members that she will need everyone's reports next semester.

3.3 Requests for data or assessment from PAIRO

Mr. Steinmetz asked if there were any data or key reports needed by the groups. Dr. Ledford-Miller requested the Physics Assessment Plans since a blank page was found within the recent document she received. PAIRO will send an electronic copy to Dr. Ledford-Miller.

4.0 Homework

By December 7, 2006, the "Analysis of Strengths/Weaknesses" column of the spreadsheet should be completed.

At the December 12, 2006 meeting, Dr. Rusak, Dr. McInerney, Ms. McDonnell and Dr. Carpenter will present their groups' progress reports.

5.0 Adjournment

There being no further business to discuss, the meeting was adjourned at 9:30 a.m. The next meeting will be held on **Tuesday, December 12, 2006 at 8:30 a.m. in the Estate Planning Conference Room 302.**

cc: Dr. H. Baillie
Mr. J. DeSanto