

UNIVERSITY SELF STUDY STEERING COMMITTEE
Minutes
October 10, 2006

Present: Ms. Robyn Dickinson, Dr. Dona Carpenter, Dr. John McInerney, Dr. Richard Klonoski, Dr. Linda Ledford-Miller, Ms. Constance McDonnell, Dr. Elizabeth Randol, Dr. David Rusak, Dr. Edward Scahill, 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 September 12, 2006 meeting were approved as printed.

2.0 Presentations of Progress Reports:

2.1 Liz Randol—Institutional Integrity

Dr. Randol gave a detailed presentation on the progress of her Working Group. The following four areas were used as a starting point:
1.) Identify Tasks; 2.) Sub-Divide by Theme; 3.) Documents & Sources and 4.) (Designed) Template for Sub-Groups to articulate what they find.

Dr. Randol passed around the binder she prepared for all to view. Dr. Randol believes she has a great committee of people to work with. She found it interesting how different people approach each question. In order to facilitate the group, Dr. Randol split sub-groups into teams and provided clear outlines as to what is due for each day. Questions were answered and she explained to them how to proceed with strengths and weaknesses. She followed up with what the working report will look for. A suggestion was made for the Working Group members to look at the 1998 Periodic Review Report (PRR) for ideas on what the report will look like once all of the information is compiled. All work that is produced by the groups are kept for the record.

The only apparent stumbling block was with members who weren't familiar with the interviewing process. Ms. Dickinson suggested that working group members send an email to the interviewee introducing themselves (if needed), the purpose for the meeting and a list of questions that will be asked a few days prior to the actual date of the meeting.

It was suggested that an organizational structure of the committee might be helpful. Dr. Voltzow will post this information on Blackboard for committee members. Dr. Voltzow also asked Dr. Randol if she would share the template she designed for her own sub-committee so that it can

be utilized by the other working groups. Dr. Randol will email Dr. Voltzow an electronic copy for posting on Blackboard.

2.2 Bonnie Strohl—Institutional Resources

The finance area and physical resources were at the center of Ms. Strohl's presentation for Institutional Resources. This sub-committee was struggling finding available resources for the information they needed. It was mentioned that the IPEDS Report (originally the HEGIS Report years ago) would be a good quality report to reference.

Dr. Voltzow also reminded members that if there are any documents that they are using that are not on the master evidence list and others would benefit from the documents, to get in touch with Valerie Taylor of the Planning, Assessment & Institutional Research Office (PAIRO) so that a copy can be obtained and placed in the Middle States Evidence Room. Ms. Dickinson suggested including where the report comes from so that PAIRO can more quickly obtain it.

Ms. Strohl suggested placing a copy of the *Characteristics for Excellence* on reserve in the Library. Before the next Steering Committee Meeting, a copy will be sent over to Ms. Strohl.

3.0 Review and Discussion

3.1 Updates to Working Group Spreadsheets

Dr. Voltzow has removed the blank working group spreadsheets and posted the new filled in versions she has received from the Working Group Members on Blackboard.

3.2 Progress by Working Groups

Dr. Randol, Ms. Strohl & Dr. Klonoski have all returned their completed spreadsheets.

3.3 Requests for Data or Assessment from PAIRO

Any requests for data or assessment from PAIRO should be directed to Valerie Taylor at taylorv2@scranton.edu or Robyn Dickinson at dickinsonr2@scranton.edu .

Members were informed that you do not need to seek any information earlier than Fall of 2002. In general, it is necessary to only go back 5 years. Similarly, assessments/data that are happening this year do need to be included. Documents are not the only sources to use. Members should

be going into the University community and speaking with others working on campus. These interviews should be documented. Another approach could involved inviting a speaker to your Working Group for information. Varying your technique shows a broad search.

Ms. Dickinson spoke about 3 projects currently taking place:

- 1.) A Governance Sub-Committee appointed by Father Pilarz to review the results from the governance assessment;
- 2.) The final draft of the Strategic Plan Progress Report that was presented to the University Planning Committee (final report will be out in November);
- 3.) A Business Continuity Taskforce is developing the University's plan for continuing business during an emergency or natural disaster;

4.0 Homework

By October 6th, the “documents and other sources of evidence” column on the spreadsheet should be completed. Due on November 9th, is the “brief answer” column and finally, due December 7th will be the “analysis of strengths/weaknesses” column.

5.0 Adjournment

The meeting adjourned at 9:30 a.m. The next meeting will be held on **Tuesday, November 14, 2006 at 8:30 a.m. in the Estate Planning Conference Room 302** and will include progress reports from Dr. Klonoski, Dr. Scahill, Dr. Ledford-Miller and Dr. Carpenter.

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