

UNIVERSITY SELF STUDY STEERING COMMITTEE

Minutes

January 30, 2007

Present: Ms. Robyn Dickinson, Dr. John McInerney, Dr. Linda Ledford-Miller, Ms. Constance McDonnell, Ms. Mary Elizabeth Moylan, Dr. Elizabeth Randol, Dr. David Rusak, Mr. Edward Steinmetz (Co-Chair), Ms. Bonnie Strohl, Ms. Valerie Taylor and Dr. Janice Voltzow (Co-Chair)

Guest

Substitutes: Ms. Mary Elizabeth Moylan (for Dr. Dona Carpenter) & Ms. Constance Wisdo (for Dr. Edward Scahill)

Recorder: Ms. Linda Scherer

1.0 Approval of Minutes

Dr. Rusak requested that “graduate” be changed to “general” in section 2.4. The minutes were approved with this correction. Minutes will be posted to the website by Ms. Linda Scherer and to Blackboard by Dr. Janice Voltzow.

2.0 Review and Discussion

2.1 Spreadsheets

Dr. Voltzow extended appreciation and thanks to Ms. Scherer for her contributions to the standardization of formatting and conversions from word documents to Excel documents for the Middle States Standards Spreadsheets. Ms. Scherer also provided the information on the 1,024 “print out” character limit for each Excel cell. Dr. Voltzow explained how, by “hovering” over the cell in a document, you are still able to view all of the characters.

Due to the sheer volume of information, complete sets of copies of all spreadsheets will not be distributed to everyone. Instead, Dr. Voltzow passed around a paper for any committee member to sign and note which Standard(s) (if any) they would need copies of. Two committee members signed the paper with requests. Ms. Scherer will prepare the documents and send the information via campus mail. Committee members were also reminded that all spreadsheets can be viewed on Blackboard.

It was noted that it is very important to keep a cumulative inventory of all sources of evidence used by each working group. The sources of evidence should be listed all together and available for review by the committee. It is essential that evidence be gathered from “bottom up” also; most working groups have gathered evidence primarily from

“top down”. Evidence gathering in this manner will assist in justifying strengths and weaknesses.

If needed documents cannot be found on the website, Dr. Voltzow or Mr. Steinmetz should be contacted and the document(s) will then be placed on our website and/or Blackboard. Working groups need to be aware of how they are using the web copies versus the hard copies of our documents.

2.2 Work Plan for Spring

The Work Plan for Spring 2007 was distributed and reviewed. Dr. Voltzow and Mr. Steinmetz will meet with each working group individually in the next several weeks to offer assistance and discuss the group’s progress. The chairperson for each group will be receiving an email inquiry as to what would be the best date/time for this meeting. Mr. Steinmetz requested that working groups send their meeting lists to him and Dr. Voltzow.

On Wednesday, February 28, 2007, drafts of working group reports are due, with the final drafts of reports due by April 10, 2007.

For the next meeting, all members should have ready a statement of strengths and weaknesses for each standard and how well the University is doing in relation to the goals of Ignatian education.

Dr. Voltzow will be presenting an update on the Self Study at the Faculty Senate, University Council and Student Government Meetings. Ms. Dickinson and Mr. Steinmetz will be instrumental in communicating the draft reports to various administrative committees on campus and recommended all members read the next President’s Letter since it will be helpful to several of the working groups.

2.3 Timeline

Mr. Steinmetz emphasized the need to be aggressive with the timeline set forth in the work plan in case of the need for further research or rescheduling.

A committee member commended the co-chairs on the timeline stating how helpful it is for his working group.

3.0 Homework

3.1 Finish Spreadsheets if Not Completed

As of January 29, all spreadsheets have now been received.

3.2 Help Working Group Members Complete Their Research

As soon as all of the spreadsheets are reviewed, each working group will be contacted with suggestions and guidance.

3.3 Chairs of Standards 1-6: Summarize Strengths, Weaknesses, and Ignatian Education for Next Meeting

Chairpersons of Standards 1 through 6 should be prepared to discuss their summarization of strengths, weaknesses and Ignatian Education for the next meeting on February 13th.

3.4 Drafts of Working Group Reports Due February 28

In order to remain compliant with the work plan for Spring 2007, all drafts of working group reports are due by February 28, 2007. Questions arose as to what form the draft response should be in.

Members were referred to page 16 of the Self Study for guidelines. If the working group has more than one standard, each standard should be addressed separately with a limit of ten double spaced pages per standard. On page 40 are editorial guidelines. The specific guidelines should be followed by all from the start in order that the documents will be standardized from the beginning.

3.5 Announcements

Ms. Dickinson announced that a copy of the first year's Strategic Plan Progress Report and the new Fact Book are available in the Middle States Evidence Room and also on the web. If anyone needs hard copies of these documents, please contact Ms. Dickinson.

4.0 Adjournment

There being no further business to discuss, the meeting was adjourned at 9:20 a.m. **The next meeting will be held on Tuesday, February 13, 2007 at 8:30 a.m. in the Planning Conference Room 302 of the Estate Building.**

cc: H. Baillie
J. DeSanto