

# UNIVERSITY SELF STUDY STEERING COMMITTEE

## Minutes

November 9, 2007

**Present:** Ms. Constance McDonnell, Ms. Royan Dickinson, Dr. John McDonerney, Dr. Edward Chi, Mr. Edward Teinetz, (Co-Chair) Ms. Bonnie Troh, Ms. Marie Ayor, and Dr. Nicole O'Zow (Co-Chair)

**Substitutes:** Dr. Joseph F. Siro (for Dr. David Russell)

**Recorder:** Ms. Linda Chefer

### 1.0 Approval of Minutes

The minutes from the September 28, 2007 meeting were approved.

### 2.0 Updates

#### 2.1 Drafts of Self-Study Report

Hard copies of the Draft Self-Study Report were sent to all of the committee members, department chairs, heads of governance and administrators. A letter to all members of the University was sent along with a link to the report. The email also offered to supply a hard copy to those who needed one. Announcements were posted in Roy News and on My cranton.

#### 2.2 Feedback from Forums

Feedback from the forums held on November 5, 2007 was very helpful. The number of required general education credits is a point of discussion ongoing faculty. Discussion ensued among the members of the Steering Committee. One question that seemed to surface was which of the concerns is the University's general education curriculum doing, and what it needs to do and can it be improved? Since it is the start of the process, no conclusions have been reached yet. Part of the reason the document is presented to the campus is to encourage feedback and to raise questions such as these.

Here is a meeting with the Faculty on Tuesday 11/13: 5 p.m. in Brennan 100. Members of the Steering Committee were encouraged to attend.

### 3.0 Review and Discussion

#### 3.1 Committee Memberships

Dr. O'Zow said that the members do not check everything on the committee lists to ensure the members listed are correct—including titles, positions, etc. Any changes should be emailed to Dr. O'Zow as soon as possible.

#### 3.2 Conclusions Section

Members were encouraged to not focus on the Conclusion section, but

the whole document. The Conclusion section should be moved to the very end of the document. Dr. O'Connell suggested if this part of the document should be changed to "Conclusions of the Recommendations". Discussion ensued with an agreement to include the following wording suggested by Ms. Troh: "Through-out the investigation, recommendations emerged centered around the following themes:"

### 3.3 Other Comments

Any other recommendations should be e-mailed to Dr. O'Connell by November 30<sup>th</sup>.

When all of the comments and feedback are received and a final draft is prepared, members will receive a notice containing this final document. A meeting is scheduled for discussion at this time. It is anticipated that this will occur in early 2008.

## 4.0 Homework

### 4.1 Update Membership of Working Group

Everyone is asked to update the membership of the working group lists and e-mail Dr. O'Connell with any changes.

### 4.2 Encourage Comments and Suggestions by Colleagues

Dr. Murray is focusing on outcomes. In a text recently received by Dr. Farsó, the author said "fixed methods research is predominantly being used. It was suggested that the university might want to consider this for our accrediting bodies in the future. Ms. Dickinson expressed interest in this information. A copy will be sent to her.

It was suggested that the Steering Committee Members encourage comments and suggestions by colleagues concerning the Draft Final Report. Any feedback received should be e-mailed to Dr. O'Connell or Mr. Teintz.

### 4.3 Return Comments and Suggestions by 30 November

Members were reminded to e-mail any further comments/suggestions to Dr. O'Connell or Mr. Teintz by November 30, 2007.

## 5.0 Adjournment

The meeting adjourned at 5:50 p.m.