

UNIVERSITY SELF STUDY STEERING COMMITTEE

Minutes

August 31, 2007

Present: Dr. Dona Carpenter, Ms. Robyn Dickinson, Dr. Richard Klonoski, Dr. John McInerney, Dr. Edward Scahill, Ms. Bonnie Strohl, Ms. Valerie Taylor, and Dr. Janice Voltzow (Co-Chair)
Substitutes: Mr. Joseph Fusaro (for Dr. David Rusak)
Recorder: Ms. Linda Scherer

1.0 Approval of Minutes

The minutes from the May 22, 2007 meeting were approved.

2.0 Updates

2.1 Changes in the Composition of Steering Committee

Dr. Liz Randol has resigned from the University to pursue other career interests. Dr. Daniel Haggerty has agreed to serve in her place. Although unable to attend today's meeting, Ms. Cathy Mascelli will serve as Dr. Haggerty's substitute when necessary.

While Dr. David Rusak is on sabbatical this semester, Mr. Joseph Fusaro has agreed to serve as his substitute.

It should also be noted that the Middle States evidence is now located in the Estate, room 302. Dr. Voltzow expressed thanks to Valerie Taylor for her bi-monthly update to the evidence spreadsheet and Linda Scherer for her assistance in completing the transfer of materials. Dr. Voltzow will continue to email the spreadsheet to committee members as each update is completed.

2.2 Schedule of Meetings for Fall Semester

Members received the Fall 2007 Meeting Schedule. All meetings will be held on Fridays from 10:00-11:00 a.m.

2.3 Schedule for Preliminary Visit by Chair of Evaluation Team

Members were reminded to reserve Wednesday, October 10th, from 1:00-2:00 p.m. for the Middle States Preliminary Visit with Dr. Dennis Murray, Evaluation Team Chair for the Middle States Self Study and President of Marist College. The agenda for this day was distributed to members.

Membership of the visiting team has not been received yet.

2.4 Dates for Site Visit By Evaluation Team

It was requested that all members mark their calendars from March 29 to April 2, 2008 for the site visit by the Middle States Evaluation Team. Upon completion of site visits by Dr. Voltzow and Linda Scherer, it was determined that the best location for the team members will be the Hilton.

3.0 Review and Discussion of Progress

Dr. Voltzow combined all the working group reports into a standardized format. Each working groups' standards will now be emailed for review to the members. When reviewing, Dr. Voltzow suggested the following questions be considered: 1. Are you convincing? 2. Are you descriptive enough? She acknowledged and encouraged redundancy, where necessary.

Any supporting evidence that has been cited in a standard must be included. It is mandatory that copies of this evidence be sent to Valerie Taylor for inclusion in the evidence room files.

It was requested that "track changes" be used when changes are being made electronically or that you write directly on the hard copy so that changes are easily noted. All revisions need to be to Dr. Voltzow by September 10, 2007.

Mr. Fusaro expressed his appreciation for the helpfulness that was extended to him by Ms. Dickinson during the last few months.

4.0 Plans for Fall

A completed draft report will be sent to all on or about September 17, 2007. A final draft report will be sent to Dr. Murray on September 24, 2007.

5.0 Homework

5.1 Fill in Gaps, Provide Details for Chapters on Standards

5.2 Review Chapter with Working Group

5.3 Return Comments and Requested Information by September 10, 2007

As noted above, there are three homework assignments.

6.0 Next Meeting

The next meeting will be held on Friday, September 28th at 10:00 a.m. in the Estate, Room 302.

7.0 Adjournment

The meeting adjourned at 10:45 a.m.