

**UNIVERSITY SELF STUDY STEERING COMMITTEE**  
**Minutes**  
**September 28, 2007**

- Present:** Ms. Robyn Dickinson, Dr. Richard Klonoski, Ms. Constance McDonnell, Dr. John McInerney, Dr. Edward Scahill, Mr. Edward Steinmetz, (Co-Chair) Ms. Bonnie Strohl, Ms. Valerie Taylor, and Dr. Janice Voltzow (Co-Chair)
- Substitutes:** Dr. Joseph Fusaro (for Dr. David Rusak)  
Ms. Cathy Mascielli (for Dr. Daniel Haggerty)  
Ms. Betsy Moylan (for Dr. Dona Carpenter)
- Recorder:** Ms. Linda Scherer

**1.0**    **Approval of Minutes**

The minutes from the August 31, 2007 meeting were approved with the following corrections: Mr. Edward Steinmetz was not present at the August 31, 2007 meeting and Mr. Joseph Fusaro should be titled Dr. Joseph Fusaro.

**2.0**    **Updates**

**2.1**    **Drafts of Self-Study Report**

Drafts of the Self-Study Report were sent to Dr. Baillie and Mr. DeSanto. Their positive feedback was communicated to Dr. Voltzow.

An edited draft was sent to Fr. Pilarz last Friday. This same Draft was sent to Dr. Dennis Murray, Chair of the Middle States Visiting Team, on September 24, 2007. Dr. Murray telephoned Fr. Pilarz with comments regarding the draft. Assessment is a focus from the Middle States Commission and Dr. Murray felt it should have a more prominent focus in the document. Mr. Steinmetz emphasized that the reader needs to be able to see this focus on accountability and assessment.

Consequently, it is expected that assessment will dominate the report. Members were asked for their input on how this part of the report can be strengthened, if consideration should be given to adding a separate section/chapter for each standard, and whether the structure of the document should be different. Dr. Voltzow mentioned the importance of defining what the University does to assess each area. As a University, we agree to adhere to the Middle States Standards. Our goal is to follow through the process to receive our accreditation.

Various members provided input and comments. One member believed that the University is actually doing more than what the Draft document reveals. Another asked if both administrators

and deans looked at the document yet. It was suggested that these two groups may be able to give the committee a summary of what is being done in their individual areas. One gentleman noted that assessment has always been a part of the tradition for the University. All members were encouraged to share their suggestions.

## **2.2 Changes in Governance, Hong Kong MBA**

Proposed changes in governance are being reviewed by members of the University Council, Faculty Senate, Student Senate and administrators. Two outcomes of the proposed changes are to implement a staff senate and decide how to reorganize the University Council.

The Faculty Senate Curriculum Committee reviewed the Hong Kong MBA and felt there were some pieces missing that were included in prior proposals. Mr. Steinmetz answered questions from the members concerning the proposal. There will be a location in Hong Kong where University of Scranton faculty will teach the Hong Kong students and there will be videotaping of lectures.

## **3.0 Review and Discussion**

### **3.1 Committee Memberships**

Dr. Voltzow will email the pages containing Working Group Committee Memberships to all. It was requested that names, titles, degrees, etc. be reviewed and/or corrected if necessary. She asked that this task be accomplished as soon as possible and that the updated information be emailed back to her.

### **3.2 Conclusions Section**

Dr. Voltzow distributed copies of the Conclusions Section from the Draft Self-Study Report. The following questions were put before the members:

1. Does this reflect what we want to say?
2. Is there something missing or something we want to strengthen?
3. What about the order in which they are listed?

Various comments and discussion took place. Some slight changes in wording were also suggested. Dr. Voltzow invited everyone to email her with any editing or wording suggestions.

After Fr. Pilarz has received the edited draft, a copy will be posted electronically for the University Community. All will be notified via mass email.

**3.3 Visit by Dr. Murray on October 10, 2007**

Dr. Dennis Murray will be conducting his preliminary visit to the campus on October 10, 2007. All members have already been requested to reserve from 1:00-2:00 p.m. on this day to meet with Dr. Murray as a committee.

**4.0 Homework**

**4.1 Update Membership of Working Groups**

**4.2 Review Chapters with Working Groups**

**4.3 Return Comments and Suggestions by October 4**

**5.0 Adjournment**

The meeting adjourned at 11:00 a.m. **The next meeting will be held on Friday, November 9, 2007 at 10:00 a.m. in Estate 302.**