

**Middle States Executive Committee Meeting
Notes
September 26, 2017**

Attending: Mr. Mark Bodenhorn, Dr. James Delle, Dr. Sara Grove, Dr. Jennifer Haughie, Dr. Billy Henson, Dr. Karen Johnson, Dr. José Ricardo, Dr. Tracy Schoolcraft, Mr. Justin Sentz, Dr. Kim Weikel, and Ms. Shirley Smith

Self-Study Design

Dr. Schoolcraft noted the University Executive Management Team met earlier today. We anticipate receiving their comments soon on the Self-Study Design as well as several additional appointments to our MS workgroups.

Students serving on workgroups are welcome to participate in our Middle States meetings. Executive Committee members were encouraged to invite undergraduate or graduate students to join our Middle States process, especially non-seniors. Student government and the Graduate Student Association Board will also be asked.

Dr. Grove reported she is contacting graduate students enrolled in her Politics of Higher Education class scheduled to begin later this semester. She plans to assign two students to work on each standard and foresees they will be helpful with data collection and statistical analysis. She will provide their names before December and encouraged Workgroup Chairs to let her know when their units will be meeting and need assistance. Also, Dr. Grove will contact Dr. Niel Brasher for the names of students in his Graduate Research Methods class scheduled for the Winter Term who could assist with data analysis.

Dr. Schoolcraft reported that she has hired two graduate assistants to help with student success, specifically SSC Campus and Guide, as well as the Middle States re-accreditation process. Rick Letts and Jeff Hughes are graduate students in our Psychology program.

Dr. Haq has reviewed our Self-Study Design and has recommended more language showing the linkage from our Strategic Plan. Dr. Delle has added more text. Dr. Lyman has also reviewed our design and has suggested some editorial changes.

MS Liaison Visit – Dr. Kushnood Haq – October 13

Dr. Haq has reviewed our tentative agenda for October 13.

Members of governance committees have been invited to participate in the Faculty and Staff Session at 11:00 in the CUB Orndorff Theatre. Those groups include: President's Cabinet, Forum, University Curriculum Committee, General Education Council, Academic Affairs Assessment Team, Planning & Budget Council, University Strategic Planning Committee, Academic Master Plan Committee, department chairs, college council members, and division councils. If council members are unable to attend one of the sessions with Dr. Haq on October 13, the MS Co-chairs will meet with the councils.

Now that we have begun to schedule group sessions on October 13, the all-day hold that was placed on your Outlook calendars for that day can be canceled. Workgroup members are encouraged to attend the Steering Committee session from 1:00 to 2:30 in Old Main Chapel if that time does not conflict with their classes or office hours; however, they may go to any of the group sessions. If workgroup chairs cannot attend the Steering Committee session, they were asked to send a representative from their workgroup.

Students representing various campus organizations have been invited to participate in the Student Session at 10:00 in Lehman 106. Those groups include: Student Government, Orientation, Residence Life, and students who serve on campus councils. It was noted that this meeting is scheduled for the Friday when Fall Break begins at 4:00 p.m. and there is some concern about the level of participation. Tracy Schoolcraft will monitor the meeting responses and seek help from Roger Serr if needed.

In response to questions about the wording and phrasing of questions for Dr. Haq, José Ricardo encouraged that questions be framed from the Middle States point of view. It was suggested that we continue the narrative from the Periodic Review Report (PRR) by using the university's recommendations from the 2009 self-study and the recommendations and suggestions from the visiting team. Workgroups should compare their standard to the PRR grid. Tracy Schoolcraft will send this information to workgroup chairs and place it in the S drive folder by Monday, October 2. Sara Grove suggested that we use the crosswalk back from the 2009 report.

Update on AES Workshops

Dr. Ricardo gave a status report on the three workshops. The last one, held on September 11, was successful, and was attended by 20 people representing our various divisions. We shared information on language of the standards and provided working documents.

Before October 13, units will review their rubrics and supporting evidence. This information will be loaded onto the S drive. Questions can be directed to the Executive Committee Co-chairs.

James Delle and Stephanie Elbel will provide information on assessment plan analysis (Student Learning Outcomes and unit goal assessment from Planning & Budget submissions). The assessment report differs from the exercise of reviewing the rubric and assessing the standard. The assessment report uses three cycles of data. The rubric is a snapshot of how we are doing compared to the standard. It will pinpoint strengths and weaknesses. We will have processes in place and then fill in the data. In response to questions, José Ricardo will provide a sample of how the Modern Language Department graded itself against the rubric. This can be done as notes or bullet points.

At the workshop on September 11, Tracy Schoolcraft stated that using the rubrics for each standard is a form of institutional effectiveness assessment, similar to the assessment with our Program Planning and Budget assessment process.

Updates and Status Reports from Workgroups

Workgroup #1 was not represented in person, but Dr. Liz Fisher provided the following via email:

Workgroup #1 met today, and we have a plan to assess Standard #1 criteria using the rubrics. Each workgroup member selected one criterion, or part of one, and will review documents and the rubrics provided after October 13 to assess how SU is doing meeting the criterion (using the rubric). We selected this approach based on an idea from the video that was shared.

We will meet in November to review each person's work and determine next steps. We have not yet talked about the Requirements of Affiliation, but I will be sure that we are covering those in our work.

Several committee members will be at the October 13 meeting.

We had a question regarding student involvement. When is the best time to start including a student?

Workgroup #2: Dr. Kim Weikel reported that the group is doing its homework. Members have watched the videos and looked at the example on the S drive.

Workgroup #3: Dr. Billy Henson reported that the group has watched the videos and will meet soon.

Workgroup #4: Dr. Karen Johnson reported that the group has watched the videos and will be meeting next week. They are looking forward to having more members from across campus.

Workgroup #5: Dr. José Ricardo reported that the group has not yet met but has shared materials and has been asked to review the standard. Department chairs have been asked to review the program assessment rubrics (PARs). For a score of 1 or 2, they will need to provide an action plan to reach their target. For a score of 3, they will need to provide evidence to support that score before October 13. To date, five PARs have been uploaded to the S drive. Next week, the workgroup will meet to discuss how to assess the PARs.

Workgroup #6: Dr. James Delle reported that work to review documents has been divided and assigned to workgroup members.

Workgroup #7: Dr. Sara Grove will schedule their first meeting before October 13. The group will update documents and identify what information is now available. They are in need of one additional person to assist with this process, and they are requesting the help of Council of Trustee members as participants.

Final Thoughts and Questions

Tracy Schoolcraft reported that our Middle States website has now been created; it is currently a shell. Dr. Gretchen Pierce has written a newsletter to announce the website.

If workgroup members need S drive access, please contact either Heather Wadas or Shirley Smith for assistance. Dr. Schoolcraft encouraged workgroups to load information onto the S drive. When writing draft reports, record all analysis and observations. We will edit later. Also, workgroups may put in placeholders if they are waiting for information.

Dr. Sara Grove asked about processes that involve the SU Foundation and Sussi that are not part of the university but their actions impact how the university does things. Those areas are not being re-

accredited. The Executive Committee Co-chairs will address these questions. Members discussed similar situations at other PASSHE schools. It was felt these types of questions would be appropriate for Dr. Haq, our MS Liaison.

The MS process is a good critical look at an institution and raises questions. The more honest we can be throughout, the better and more useful our process will be. A good working organization will present all relevant information.

Tracy Schoolcraft noted she has been reviewing two schools' PRRs. Her preliminary work reveals one of the schools demonstrates good documentation of institutional effectiveness and is doing what they need to do. Whereas, the second school has provided insufficient evidence and has not progressed. We need to provide evidence and analysis to be successful.

Dr. Schoolcraft thanked all workgroups and their chairs for participating in our self-study process and looks forward to seeing everyone on October 13.

The meeting was adjourned.

Notes recorded by Shirley Smith