

**Middle States Executive Committee Meeting
Notes
November 3, 2017**

Attending: Dr. William Bealing, Dr. Liz Fisher, Dr. Kim Garris, Dr. Karen Johnson, Dr. Gretchen Pierce, Dr. José Ricardo, Dr. Rick Ruth, Dr. Tracy Schoolcraft, Mr. Justin Sentz, Ms. Denise Yarwood, and Ms. Shirley Smith

New Steering Committee Members

Dr. Schoolcraft announced the names of two new members on the Middle States Steering Committee:

- Mr. Adam Roth is our new Director for Facilities Management and Planning. He is replacing Lance Bryson on the Steering Committee and Workgroup 6.
- Ms. Linda Miller, Director of Major Gifts at the SU Foundation, is replacing John Clinton on Workgroup 7 as well as the Steering Committee.

Rubrics and Questions from Workgroup Chairs

Dr. Fisher asked if the workgroup should know who will be submitting information for review. She noted there is only one rubric now in the Standard #1 folder.

Dr. Bealing reported that his group is waiting to receive rubrics. He asked if the workgroup should be examining for gaps in information. He also noted there is only one rubric now in the Standard #2 folder.

In response, Drs. Schoolcraft and Ricardo indicated there is a document in the Middle States folder on the S Drive that lists offices that should be responding. They will review the document for accuracy. However, rather than depending totally on rubrics, Drs. Schoolcraft and Ricardo encouraged workgroups to review the document roadmap and the documents located there against their standards.

Dr. Ricardo noted the due date for submitting rubrics has been extended to November 27 in some cases. There is still some confusion as to what needs to be submitted; such as, some submitters had thought that a five-column model was all that was required.

One week prior to due dates, Dr. Ricardo will remind departments and offices of the request to submit information.

Student Involvement

Dr. Schoolcraft thanked Workgroup Chairs for forwarding information on the timing of their workgroup meetings. Dr. Pierce will use this information when asking students about their interest in serving on workgroups.

Also, Dr. Pierce asked Workgroup Chairs to nominate students to serve on their workgroups during the spring 2018 semester. She recommended one undergraduate student and/or one graduate student for each group. Students will not be asked to serve on the Communications or Compliance Workgroups.

Members asked for clarification on the role of students in the workgroups. In response, it was explained that workgroups will mentor students and explain the standards to them. Students may be asked to describe how each standard impacts them personally or they may serve as observers only. Also, it was recommended that graduate students be asked to review data collected by the workgroup, but that it might work best for undergraduate students to join workgroup activities when they could read the standard and the draft prepared by the workgroup members. The primary role is to involve students so that they can share their own experiences and provide student insight. Shippensburg values its shared governance structure and believes part of the students' educational experience is to learn first-hand how an organization functions. It will also be important for students to understand the Middle States standards so that they can actively participate in discussions when the Middle States Visitation Team is here in spring 2019.

It was suggested that we could have a rubric that would allow students to score areas such as Residence Life, Orientation, Admissions, and delivery of other student services. Further, if students score an area with a "1" or "2," we could ask them what is missing.

It was recommended that workgroups first talk about their rubrics and then bring students into the discussions during the spring 2018 semester.

Updates and Status Reports from Workgroups

Workgroup #1 – Mission & Goals. Dr. Fisher reported the workgroup met once and looked at samples. They have divided the standard into parts. Next Tuesday, members will have a working meeting to review documents. Those members who cannot attend will work on their own. Dr. Fisher will then coordinate and write the group's report in "one voice."

Dr. Schoolcraft noted the workgroup can look in the MS folder for examples on how to write the workgroup's final report. Each workgroup will send their report to the MS Committee Co-chairs (Dr. Schoolcraft, Pierce, and Ricardo), or the Co-chairs could request information via a survey. Dr. Ruth noted that our Liaison, Dr. Haq, instructed us to use our strategic planning process as the thread throughout our final report; it will be the guide for how we will tell our story.

Workgroup #2 – Ethics & Integrity. Dr. Bealing reported the workgroup met in October and reviewed Union County Community College's report. The workgroup is waiting for rubrics to review. They are planning to meet in about one week if they receive the rubrics they need. Dr. Bealing and his workgroup were encouraged to start with the roadmaps. Also, they could go online and look at documents and processes in place as well as Board of Governors' policies.

Dr. Bealing requested clarification; if there is a policy, it does not mean it is followed. It was noted that Union County included the policies but did not go deeper. By answering that we have policies, we have provided an answer to the question being asked. Also, the answer would be that processes are in place to regularly review and adjust policies when needed.

Dr. Ruth provided an example. He chairs the Information Security Risk Assessment Team (ISRAT) that monitors, assesses, and revises practices and procedures related to securing information. This year, ISRAT is reviewing policies and will present recommended changes to President's Cabinet.

It will be the reviewers' job to go deeper, to see evidence, and to provide a narrative. The Middle States Executive Committee and the Workgroups are to review the rubrics and highlight our "gold nuggets." We could interview sources to learn if Ship abides by policies in a given circumstance.

Workgroup #3 – Design & Delivery of Learning. Mr. Sentz reported that since the group has had difficulty finding a face-to-face meeting time he has created a shell on D2L for sharing information. The group is looking forward to hearing from students on design and delivery of learning. The workgroup has received a rubric and will be reviewing this information. They will also look at information from the Academic Affairs Assessment Team on learning outcomes and department chairs' recommendations.

Workgroup #4 – Student Support. Dr. Yarwood reported she has met with several workgroup members individually but the group as a whole has had difficulty finding a suitable face-to-face meeting time. The group is interested in establishing a space in D2L. Mr. Sentz volunteered to assist Workgroup #4 and any other workgroups in setting up a shell in D2L. Dr. Schoolcraft also suggested dividing and assigning tasks to group members.

Workgroup #5 – Educational Assessment. Workgroup members have been exchanging emails but have not yet had a workgroup meeting. They are planning to meet on November 29 to put together all rubrics, identify our story, and identify any gaps. They will put together a roadmap for their standard and divide tasks.

Members of the Academic Affairs Assessment Team (AAAT) have volunteered to be consultants for the workgroups as follows:

- Standard #1 – Drs. Allison Watts and Carla Kungl
- Standard #2 – Drs. Bill Bealing and Todd Whitman
- Standard #3 – Drs. Sam Benbow and J. R. Stewart
- Standard #4 – Drs. Allison Carey and Joe Shane
- Standard #5 – Drs. Tom Crochunis and Ben Meyer
- Standard #6 – Dr. Andrew Vassallo

Workgroup Chairs expressed their appreciation for these volunteers and will let Dr. Ricardo know when they are meeting so that the volunteers can be informed.

Workgroup #6 – Planning & Improvement. Dr. Delle could not attend but provided an update via email as follows: We are meeting virtually for this semester and will try to find a regular meeting time for the spring. As a brief update, each team member has been assigned one or two criteria. They are reviewing planning documents on the S drive and examining how well we reach our criteria based on the Standard VI rubric.

Workgroup #7 – Governance & Administration. Dr. Grove was unable to attend but submitted a status report via email as follows: The Workgroup met on Tuesday, October 31, and welcomed Linda Miller representing the Shippensburg University Foundation. Ms. Miller was selected by President Carter.

The Workgroup reviewed the rubric provided and reached consensus on each of the indicators. We are on target with the item "Chief Executive Officer." On all others, we are developing. The Workgroup had serious concerns about the indicator "Governing Body" as this relates to the Council of Trustees which is limited in its oversight of day-to-day academic matters. We would like guidance on this indicator.

Workgroup members reviewed the 2009 Self Study's chapter on "Characteristics of Excellence Standards 4, 5, and 6" which parallel the current Standard 7. Workgroup members are collecting information and will send the information to me to compile by the end of November 2017.

The students in the "Politics of Higher Education" class are, for the most part, working and not available during the day. I also did not have any specific times to share so this was problematic. If you can give me times for the working groups, I will try again.

Drs. Schoolcraft, Pierce, and Ricardo will address Dr. Grove's questions.

Dr. Schoolcraft asked workgroups to look at our previous Self-Study and the compilation of suggestions from our Periodic Program Report. Dr. Schoolcraft will review this information, map them to each of the standards, and send them to the Workgroup Chairs.

Currently, every university submits an Annual Institutional Update which does not have a narrative piece. With the new process, a narrative section will be added where institutions will provide a brief update on the progress made on the last MSCHE team's and commission's recommendations every year. The AIU will also have more data added including data chosen by Shippensburg that is important to our mission. As happens now, the AIU is reviewed by MSCHE staff. They look for any negative university trends that would need attention so that the university would not become out of compliance with the standards or requirements of accreditation.

Workgroup on Communication. Dr. Garris asked to be excused from MS Executive Committee meetings. She will continue to be available to assist with communication from the committee.

Workgroup on Compliance. Dr. Ruth reported he is serving as the new co-chair along with Jennifer Haughie. Ashley Grimm has been added as a member of their workgroup, and Trina Snyder is serving as a resource for them. The workgroup met on September 27 to divide tasks. The group has noted changes in the compliance section since the last review and will be updating their response accordingly. Their next meeting is set for November 6.

Steering Committee

The Steering Committee is scheduled to meet on December 1. The time has been changed from 3:30-5 to 2-3:30. It was felt that the best use of the time that day would be to allow members to break out in their workgroups.

Reminder: Our draft report is due February 2018.

The meeting was adjourned. Notes recorded by Shirley Smith