

**Middle States Commission on Higher Education
Executive Committee Meeting
Friday, September 1, 2017
Notes**

Attending: Dr. Gretchen Pierce (Faculty Co-chair), Dr. José Ricardo (Faculty Co-chair), Dr. Tracy Schoolcraft (Administration Co-chair), Dr. William Bealing, Dr. Sherri Bergsten, Dr. James Delle, Dr. Liz Fisher, Dr. Jennifer Haughie, Ms. Megan Silverstrim, Ms. Denise Yarwood, and Ms. Shirley Smith

Call to Order

Dr. Ricardo called the meeting to order and provided an update on tasks that have been completed and our plans going forward.

Work Groups Timeline and Membership Update

Dr. Ricardo provided copies and reviewed our Middle States Timeline (Appendix A). A copy is attached to these notes.

An AES Unit Middle States Assessment Workshop has been scheduled for September 11, from 1:30 to 4:30 in Lehman 205. All workgroup chairs are encouraged to attend and bring along data collected to date, five-year program reviews, and other appropriate information.

By October 13, 2017, units are to provide their rubrics and data collected thus far. After discussion, it was decided that units should upload documents to one central location on the S drive. Tracy Schoolcraft and José Ricardo will work with Heather Wadas to expand the “write permissions” for the S drive. After discussion, it was agreed that requests and reminders for rubrics and data should come from one central voice.

Dr. Kushnood Haq, our Middle States Liaison, is scheduled to visit campus on October 13, 2017. He is available to provide us with feedback prior to that date also.

Workgroup membership was discussed. In addition to names previously forwarded by the co-chairs, several more individuals will be invited to serve on workgroups. Workgroup chairs will receive updated membership lists. Dr. Bergsten indicated that she is not the chair of her workgroup; she believes the co-chairs are Dr. Billy Henson and Justin Sentz. Workgroup chairs were asked to send reminders, due dates, and timelines to their groups.

Throughout the self-study process, it will be vital to our success to use MSCHE language so that the MSCHE visitation team can easily read our documents and effectively communicate with all individuals involved. (For example, words such as “criteria” for standards and “requirements of affiliation.”) The documents recently completed by the Career and Community Engagement Center (CCEC) can be used as

examples as they have correctly organized their data and developed language-appropriate assessment reports.

We may need to provide guidance on identifying data as some areas may be unclear as to what constitutes useable data. We will have opportunities to collect data during the Fall 2017 and Spring 2018 semesters for the self-study. Before October 13, we will determine what information we have and what information still needs to be collected. Analysis will begin at that point. Ultimately, if we indicate that we have met criteria in full for a standard and indicate a score of “3 – Excellent,” then we must have evidence to support that score. We do not expect to see many scores of 3.

By December 22, 2017, units are to send workgroup chairs their five-column reports and supporting data from three years. This process will help workgroup identify gaps. Some units, such as Career and Community Engagement, will have data to support academic as well as non-academic units.

By February 18, 2018, preliminary reports are to be submitted to the Steering Committee Co-chairs for their review and feedback on what additional data is needed.

Our goal is to have the first draft of the Self-Study Report by August 30, 2018.

This timeline is subject to small changes. Tracy Schoolcraft, Heather Wadas, or Shirley Smith will communicate timeline reminders.

Dr. Sara Grove’s Student Project

Dr. Pierce reported on Dr. Sara Grove’s project to involve graduate students currently enrolled in her “Politics of Higher Education” class in our Self-Study process. Some students have full-time employment and will not be able to attend workgroup meetings; however, they will be doing behind-the-scenes support work.

Workgroup chairs are asked to identify one or more undergraduate students to participate on their workgroup.

Using Training Videos, Reading Materials, and Sample Self Study

Dr. Pierce has read the self-study from Union County College that was recommended to Shippensburg by MSCHE as a good example of how to comply with the new MSCHE standards. Union County was commended for the quality of its study. It is very detail oriented, well documented, and every standard links back to the college’s mission statement. The document is available on the S drive, and all workgroup chairs were encouraged to review this document.

Dr. Schoolcraft noted there are MSCHE training videos available to us to review as our schedules permit. We are not required to view them at the same time. She encouraged each workgroup chair and its members to review the standard overview and the workgroup’s standard prior to Dr. Kushnood’s visit on October 13.

Workgroup chairs may contact the Co-chairs of the Executive Committee if assistance is needed in encouraging member participation in the self-study process. Reading materials will be available on how to secure commitment and follow-through.

Getting Familiar with Standards Rubrics

Workgroup chairs were encouraged to review their rubrics with their teams. This could be done face-to-face, through D2L, or any other platform that works best for the group.

During the data collection phase, workgroup chairs may choose to divide rubrics into subparts and assign data collection to members. However, we want to avoid changing the rubric as written. For example, it may be beneficial to do one rubric for graduate programs and the same but fresh rubric for undergraduate programs. When preparing draft reports within the workgroups, members should not be concerned about the length of the submission as the chairs will choose the information to include in the report. Ultimately, the rubric should demonstrate several key areas: how Shippensburg is fairing against the standards, what is or is not being met, and if not met how we will meet the standard.

Committee members discussed additional guidelines for the self-study process:

- Review documents loaded onto the S drive, paying special attention to:
 - A comparison of Union County's Self-Study to our rubric
 - The self-study design and document roadmap.
- Watch MSCHE video for the group's standards and the overview video.
- Can begin work before units and committees fill out rubrics. Use document roadmap.
- Use rubrics to identify gaps in data.
- Consider assigning specific standard criteria to members of the workgroups.
- Show how data is also connected to requirements for affiliation.
- Assessments are to have three years of data. Note when they do not.
- Each workgroup should place completed rubrics in their appendix.
- Take minutes/notes when the workgroup meets. These will be used to support the work completed.

In October, the workgroups will be directed to look at rubrics completed by one or more units. By doing so, we will know if we are meeting standards. Each workgroup is to view the standard with our mission and goals in mind.

Each workgroup must become experts on their standard.

Chairs and workgroups will gain an understanding of the level of assessment by reviewing the example study by Union County and are encouraged to use the example as a roadmap.

Workgroup chairs may submit any questions they have for Liaison Kushnood Haq to one of the Co-chairs of the Executive Committee.

As previously mentioned, a workshop on assessment is set for September 11.

Upcoming Dates in the Self-Study Process

September 14	Meeting of Co-chairs
Sometime between September 25 and October 2 (but not October 6)	Meeting of Executive Committee (to be sent as an Outlook appointment)
October 13	Campus Visit by Liaison Kushnood Haq

The meeting was adjourned.

Notes recorded by Shirley Smith