

Minutes

MSCHE Steering Committee

December 11, 2015

Attendees: Lucy Holman, Cheryl Wilson, Shelia Burkhalter, Magui Cardona, Joseph Wood, Catherine Andersen, Victoria Schultz, Murray Dalziel

1. Approval of November minutes
 - Minutes approved
2. MSCHE Conference - take away
 - Several informative sessions: shared governance, 3 yr assessment cycle, institutional effectiveness of student services
 - How best to share:
 1. Summarize powerpoints before dissemination
3. Update on Institutional Effectiveness Plan for Administrative Units
 - Have meet with the 6 units: Library, OAI, OTS, Career Center, OSR, Institutional Advancement
4. Compliance Documents and Roadmap Updates
5. Matrix or responsibilities
 - Have meet with all of the EC team with the exception of Harry Schuckel
 - Majority of everyone has met or will meet their deadlines
 - Need more documentation
6. Sharing of Template for Reports
 - Workgroup reports need to conform to the template
 - Reports due by mid-January
 - Catherine and Darlene will be meeting on Monday December 14 to revise and incorporate ideas from the steering committee
 - Recommendations will be by chapter as opposed by standard
7. MSCHE Updates – what are common concerns
8. Status Reports
 - Work Group 1
 1. Presenting rough draft next week at committee meeting
 - Work Group 2
 1. Have drafts of responses to all the research questions.
 - Work Group 3
 1. Wrap up meeting scheduled for next week
 - Work Group 4
 1. 95 percent complete with all of the standards except Gen Ed
 2. Gen ed taking the approach of writing the narrative
9. How can we help?
10. Other issues?

- March 4th Middle States workshop
 1. Darlene will attend
 2. Catherine will attend
 3. Others will notify Alicia by December 16th
- Outside consultant
 1. There will be an outside reviewer who will be hired once the report is written and will do the work over the summer
- Follow-up from last meeting
 1. How should request be handled to A&F
 1. Haven't received a response as of yet—so we will continue with the current process until further notice

Thank you