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