

MSCHE Steering Committee
Minutes of Meeting: August 20, 2015
1:00pm – 3:00 pm

Attendees: Darlene Smith, Catherine Andersen, Peter Toran, Anita Harewood, Jeffrey Sawyer, Joe Wood, Murray Dalziel, Vicki Schultz, Shelia Burkhalter, Cheryl Wilson, Lucy Holman, Paul Walsh

1. Welcome to new USS representative: Magui Cardona
2. Approval of July's minutes: No revisions recommended; approved as stated.
3. Update on Steering Committee's Preliminary Recommendations: Shared excel spreadsheet which summarized responsibilities and timelines
4. Discussed *new* Institutional Effectiveness webpage and organization of Sharepoint:
 - Discussion focused primarily on Sharepoint given that members had seen preview at the earlier Data to Action workshop.
 - Agreed to post all documents in the "Common Document" folder, with all members of the MSCHE Planning Committee having access to this folder. Documents will be indexed and inputted by standard.
 - Working Group folders will continue to be restricted to members of each working group. These folders will be limited to WG reports, etc.
 - Paul Walsh volunteered to reformat Sharepoint to better meet the emerging needs of the planning committee
5. Revised research questions: Approved without comment or revision.
6. Timeline for key reports: Revised timeline is as follows→
 - **December 2015: Report on Research Questions** – Submit brief (1-2 pages) reports summarizing documents/evidence used, key research results, preliminary findings and recommendations.
 - **February 2016: Report on Standard** – Submit report on each standard summarizing documents/evidence used, research results, key findings and recommendations, and compliance.
 - **April 2016: Draft of Chapter** – Submit draft of each Working Group's respective chapter for the Self-Study report.
 - **June 2016: Draft of Self-Study Report** – Finalize draft of Self-Study report and distribute for comments to MSCHE Planning Committee and UB's leadership team.
 - **September 2016: Revised Draft of Self-Study Report** – Post draft of Self-Study on web for campus review and comments.

- **December 2106: Submit Final Self-Study** – Submit final report to Evaluation Team and MSCHE

7. MSCHE Kick-off Meeting

- Revised date from September 18th to September 11
- Established preliminary agenda
 - i. 8:30 (Continental Breakfast)
 - ii. 9:00 – 10:00 (Update on Preliminary Recommendation, IE webpage, research questions, timelines, reports, etc)
 - iii. 10:00 – 11:30 (Breakouts by Working Groups)

8. Reaffirmation of Member Engagement: Co-chairs of each working group will meet with their respective team members.

9. Next meeting: October 13 12:30 to 2:30; AC 252