

Middle States Steering Committee

Meeting: Tuesday, April 7, 2015 Agenda and Summary of Meeting

11:00 to 12:00 pm: Meeting with Dr. Tito Guerrero, Vice President, MSCHE

- Dr. Guerrero met with the Steering Committee to provide feedback and commentary on the University's proposed Self-Study Design. He indicated it was an exemplary design with well-thought out research questions and an effective process for continuous refinement of questions.
- He noted two potential red flags for us to consider as we develop our final Self-Study report: (1) the need for us to explain the rationale for moving IR under Administration and Finance and (2) to be prepared to elaborate on the high turnover in our administration and overall staffing.
- The only recommendation needed for the Self-Study Design was to adjust timeline to reflect the fact that the chair of the peer review team would not be selected until Spring 2016 (versus Fall 2015). The revised document was sent and officially approved by Dr. Guerrero on April 8, 2015.
- Dr. Guerrero further commented about the likely composition of the peer review team. The team will probably be composed of 7-8 members and would hopefully reflect the recommendations identified in UB's Self-Study design. He further indicated that one member of the team would be an online education expert, given that the University is fully accredited for online programs. To assist Dr. Guerrero in the selection of the team, he asked us to provide him a list of peer/comparable MSCHE schools.

4:00 to 5:00 pm:

- Debriefing of Dr. Guerrero's Visit
 - See notes above
 - Alan Lyles indicated that because of the focus on online education, UB may need to have a strategic online learning strategy and plan
- Discussed Goals and Times for Spring 2015 Activities
 - Summary is provided in the Appendix
- Discussed Process for Conducting Preliminary Assessment of Compliance
 - Distributed link to online survey to be completed by each member of the working group and the steering committee.
 - Deadline for completion by working groups: Monday, April 13th by 8:30 am.
- **Deadline for completion by steering committee: Monday, April 20th 8:30 am.**

Appendix:

Middle States Planning Committee: Goals and Timelines for Spring 2015

Spring 2017 Objectives (Steering Committee; Working Groups):

- Develop preliminary assessment of compliance to identify potential areas of concern
- Finalize research questions for each working group

Summer 2017 Objectives (Steering Committee)

- Compile list of needed documentation and identify gaps
- Develop document library (goal: electronic retrieval)
- Develop familiarity with TeamSites (platform for storage, sharing and editing of documents)

Management of Meetings:

- Develop agenda for each meeting
- Prepare Minutes of meeting, including who is in attendance
- Catherine and/or Darlene will try to attend each meeting of the Working Groups.

Week of March 30th: Initial meeting of *working groups* to discuss process, objectives and critical next steps.

Proposed Agenda:

- Process/Agenda/Minutes
- Outline spring goals
- Introduce TeamSites "sharing platform"
- Discuss process for undertaking preliminary assessment of compliance (worksheet attached)
 - Each WG member will independently assess compliance by reviewing fundamentals elements and their own knowledge of documentation, etc. Each member should summarize their assessment on the attached guide and bring it to the next meeting of the working group for discussion.
 - Goal is to compile results into a summary which represents the collective view of the members of the work group. The summary from each working group will be shared with the steering committee.

April 7th: *Steering Committee* meeting April 7 (4:00 to 5:30): Location to be determined

- 11:00 to 12:30 – Meeting with Dr. Tito Guerrero, MSCHE
- 4:00 to 5:30 – Debrief from Tito's visit; discuss proposed budget for MSCHE Self-Study; introduction of TeamSites as a resource sharing platform (Walsh); and assign members responsibility for undertaking preliminary assessment of compliance on all 14 standards.

Week of April 13th: *Working Groups* meet to review members' Preliminary Assessment of Compliance (complete worksheet) with goal of developing one summary document.

April 21st (4:00 to 5:30): *Steering Group* meets to discuss working groups' assessments of compliance.

Week of April 27th: *Working Groups* meet to begin review and refinement of research questions

Week of May 11: *Working Groups* meet to finalize research questions. Submit research questions to Steering Committee for final review and approval. This should be the last meeting of the working groups until end of August/early September.

May 19th (9:00 to 10:30): Steering Committee meets to finalize research questions; will meet on June 2, if needed, to finalize. **June 2 (if needed 9:00 to 10:30)**