

Middle States Self-Study Steering Committee

Minutes – October 16, 2015

Attendees:

William Mullaney
Gail Fernandez
Larry Hlavenka
Tonia McKoy
Sandra Sroka
Annemarie Roscello
Shyamal (Sony) Tiwari
Yun Kim
John Findura

Absent:

Andrew Tomko
Linda Emr
Phil Ciarco
Michael Redmond
Sharyne Miller
Tracy Miceli
Jennifer Migliorino-Reyes
Linda Hall

Meeting started at approximately 11:02 am.

- Dr. Kim began by mentioning the last three weeks of editing that has been done on the self-study report; Gail Fernandez, Shyamal (Sony) Tiwari, John Findura and she have been working on updating the self-study report and felt it time to check-in with the steering committee. Dr. Kim feels it necessary to schedule two more editing sessions to double check the document links/search-ability. Sony Tiwari is working on drafting up an introduction and an executive summary. Dr. Mullaney will be reviewing the final draft. The target date for the completion of the final report is December 15, 2015.
- Dr. Kim thanked the following individuals: Annemarie Roscello, John Findura, Larry Hlavenka, Gail Fernandez, Michael Redmond, Andrew Tomko and Sony Tiwari for the work they did over the summer, to put the preliminary copy of the self-study report together. President Walter reviewed the document twice and collective efforts lead to meeting the target date for the review.
- **Self-Study Report:**
 - Dr. Kim reported on feedback from the Town Hall Meetings:
 - * Attendance varied at each of the meeting (from 1 – 10 attendees) and the overall tone of the meetings was good. Brief presentations were given at a Faculty Senate and to the Student Government Association by Sony Tiwari.
 - * The feedback included:
 - Overall the tone of the report was thought to be too positive
 - Request to fix links for documents
 - Updates, fact checking and consistency in verbiage
 - Generally a good report
 - Committee members reported very little to no feedback from colleagues.

- Committee members commented on the feedback of the report being “too positive”:
 - The report noted the positive things that have happened and are happening
 - BCC is a good place and a lot of positive things are happening
 - The report addressed the fundamental elements as noted in the Strategic Plan; Items that were not included in this report were not included in the Strategic Plan. They were not ignored; they are not seen as relevant at this time.
 - The report painted an authentic picture of what is going on at BCC.
 - The report was written in a straight-forward manner.
 - The positive was promoted and recommendations were made to solve the necessary.
- Verification of Compliance: Dr. Kim is currently reviewing each part of the report; eight federal regulations need to be addressed.
- **Dr. Ken Ender’s Campus Visit – October 27th:**
 - Dr. Kim mentioned that Dr. Kenneth Ender will be on campus on Tuesday, October 27, 2015. She reminded the Self-Study Steering Committee of their scheduled meeting with Dr. Ender at 10:00 am that morning in room A-318.
 - October 27th is Professional Development Day on campus. A film will be viewed by everyone at 10:30 that morning. The Self-Study Steering Committee members will be sent a link to view the film on their own.
- **Evaluation Team Visit:**
 - Dr. Kim noted the target date for the final draft of the Self-Study Report is to be sent to the MSCHE Evaluation Team is December 15, 2015; at least two months prior to the visit date.
 - Dr. Kim updated the committee: the Self-Study Evaluation Team from MSCHE will be visiting campus on February 28, 2016 through March 2, 2016. Preparations are being made for the visit. The self-Study Steering Committee was asked to block off this time and be available on campus, if needed. The target dated for the final draft of the Self-Study Report is December 15, 2015.
- **Old/New Business:**
 - None noted.
- Dr. Kim thanked everyone for attending.
- Meeting ended at approximately 11:40 am.

Respectfully submitted by
 Ruth Ann Heck
 10/19/15