

Middle States Self-Study Steering Committee

Minutes – February 12, 2015

Attendees:

Andrew Tomko
Gail Fernandez
Larry Hlavenka
Linda Emr
Sandra Sroka
Sharyne Miller
Shyamal (Sony) Tiwari
Tonja McKoy
Tracy Miceli
Yun Kim
Annemarie Roscello
Jennifer Migliorino-Reyes
Linda Hall

Absent:

William Mullaney
Keith Chu
Phil Ciarco
Michael Redmond

Meeting started @ 3:10pm

- **Welcome given by Dr. Kim.**

- **Interim Reports:**

- Dr. Kim thanked everyone for having the interim reports completed on time, and reported that the reading, review and feedback meetings of the interim reports was almost complete; with two more working groups yet to go.

- Also, the due date for the final reports was moved to May 14, 2015.

- **Evaluation Visiting Team Chair:**

- Dr. Kim mentioned that Dr. Kenneth Ender, President of Harper College, IL, formally the President of Cumberland County Community College will be serving as the Chair of the Evaluation Team to be sent to Bergen Community College in the Spring of 2016. Word will be sent out to all concerning the Evaluation Team members as received.

- **Spring Activities (Handout):**

- Dr. Kim asked everyone to review the list. Come and support the Student Working Group on February 26th for their presentation. Get ready for the Town Hall Meeting on April 7, 2015 for Professional Development Day. Each Working Group will have a few minutes to present the college community what they learned and what is next. Please get your Working Groups ready to present.

- Sony Tiwari mentioned he was asked if the final report could be turned early for a review before being "final". It would be possible to hand in the final report in early May, but before the deadline to allow the readers to review and for updates to be made. Be sure to review the sample self-study reports in A-330C. Copies of a few other colleges' final reports are there to help us.

- **Final Report Template & Check List (Handouts):**

- Sony Tiwari asked the Steering Committee Members to review the "Working Group's Final Report Template" and the "Working Group's Final Report Checklist." Suggestions were made and ideas discussed to improve and simplify both handouts. The suggestion to rename the checklist to "Final Report Guiding Questions" was agreed to by all. Other suggestions were...perhaps rephrase the questions, reorder the questions, and eliminate #4. It was agreed by all to eliminate #4.

- Jennifer Migliorino-Reyes suggested we should organize a meeting of all the Working Groups to share ideas and reports. This could give the Working Groups the opportunity to network.*

- Dr. Kim mentioned this meeting was a good idea and may be a good time for the Working Groups to run-through the presentations for Professional Development Day on April 7th.

- Dr. Kim mentioned that this checklist is to be kept in mind as work on the final report progresses. And as we draft the self-study report for the College, this checklist will be used. Revised copies of the template and checklist will be sent out as soon as they are updated.

- **New Business:**

- *Everyone agreed that an informal information session for the entire Self-Study Committee should be planned. A plan for a Middle States Self-Study Committee Working Luncheon will be organized for the last week in March and everyone will be notified as to the date, time and location as soon as possible.

- Dr. Kim thanked everyone for attending the meeting and for their input and suggestions.

Meeting ended @4:05pm.

*Respectfully submitted by
Ruth Ann Heck
2/13/2015*



SELF-STUDY STEERING COMMITTEE MEETING

February 12, 2015

3:00 – 4:30 p.m., Room C-325

AGENDA

- Welcome

- Interim Reports

- Evaluation Visiting Team Chair
Dr. Kenneth Ender, President of Harper College, IL
Formally, President of Cumberland County Community College

- Spring Activities (Handout)

- Final Report Template & Check List (Handout)

- New Business?

Middle States Accreditation: Self-Study Activities

Spring 2015 – Fall 2015

Spring Semester 2015

- | | |
|------------------------|--|
| Jan. 20 – Feb. 6, 2015 | <ul style="list-style-type: none">▪ Feedback on Working Groups' Interim Reports; Self-Study Co-chairs meet with each Working Group – share additional feedback and targeted references▪ Working Groups continue their research with oversight from the Steering Committee |
| February 12, 2015 | <ul style="list-style-type: none">▪ Steering Committee finalizes report template for Final Working Group's Report, due on May 14th |
| February 26, 2015 | <ul style="list-style-type: none">▪ Town Hall Meeting –Student Working Group present their research findings to the College community (3:30 P.M.) |
| March 2015 | <ul style="list-style-type: none">▪ Working Groups develop central narratives for the Final Report, based on evidence and analysis▪ Start drafting an extensive outline for final report |
| April 2015 | <ul style="list-style-type: none">▪ Town Hall Meeting – Working Groups present preliminary analysis to the Bergen Community (April 7th)▪ Working Groups polishing Final Report in preparation for May submission |
| <u>May 14, 2015</u> | <ul style="list-style-type: none">▪ Working Groups submit their final analytical reports to the Steering Committee. |
| June 9, 2015 | <ul style="list-style-type: none">▪ Self-Study Co-Chairs make report to the Board of Trustees in June Board meeting. |

Summer 2015

- Steering Committee drafts Bergen's Self-Study Report
- First draft of the Self-Study Report is shared with Working Group members
- Steering Committee shares second draft of the Self-Study Report with its internal and external communities in August (copy will be posted on Bergen.edu)

Fall Semester 2015

- Board of Trustees reviews the draft of the Self-Study Report and comments.
- The Self-Study Report is shared with the County Executive and Freeholders.
- Town Hall sessions aimed at soliciting feedback on the Self-Study Report, along with other targeted efforts to assure broad exposure and familiarity among college employees
- Administration and Steering Committee host preliminary visit from the Evaluation Team Chair (anticipates in November 2015).
- Steering Committee finalizes the Self-Study Report by the end of December 2015.

January 2016

- Bergen Community College Self-Study Report sent to MSCHE and the Evaluation Team Members.
- Steering Committee, Administration and entire College body prepare for site visit

Evaluation Team Visit, Spring 2016