



SELF-STUDY STEERING COMMITTEE MEETING
February 26, 2014
11:00 – 12:30 p.m., Room C-313

AGENDA

- Dr. Ellie Fogarty's Visit

- Document Shairing

- Develop Detailed Timeline
 - * March – May/June 2014
 - * Fall 2014
 - * Winter 2014 – Jan. 2015
 - * Spring 2015
 - * Summer 2015
 - * Fall 2015
 - * Winter 2015 – Jan 30, 2016
 - * Spring 2016

- Next Meeting Date

Any New Business ?

Self-Study Steering Committee Meeting
Feb. 26, 2014 | 11:00 – 12:30 P.M. | Rm C-313

Meeting Minutes

- MSICHE Liaison, Ellie Fogarty March 4th visit to BCC
 - requested all meetings be open instead of group meetings

▪ DETAILED TIMELINE

Spring 2014 (March – May/June)

- May: Orientation (Steering Committee & Working Groups)
 - Working Groups Plan of Action
 - Working Groups: read and understand standards
 - * Yun asked that while meeting with Working Groups to try to keep it as productive as possible
- familiarize with task
 - provide samples, books (vocabulary needed)
 - come up with questions
 - create benchmarks
 - * Phil suggested creating benchmarks. Yun will meet with Sony and Gail to create these benchmarks
- faculty conference
 - recognition of all involved in Self-Study
 - use a fundamental approach towards what we are trying to accomplish (not dress up)
 - mention at all department/division meetings

Summer 2014

- Working Groups generate list of their own data
- read documents needed for reports

Fall 2014

- Middle States Kick-off: September 2014
- December: Working Group interim reports submitted
- Generate a list of things that would be helpful and productive. Focus on core issues.

Spring 2015

- May 2015 – community update
 - Steering Committee should ask one co-chair to come in to give brief report

Spring - Summer 2015

- Working Group draft report due
- Steering Committee gives feedback on interim reports (large group meeting to check-in)
- get reports out to constituents (conferences, workshops, meetings)

- Comments/Suggestions
 - Phil suggested that Committee keep BCC's Foundation informed of what we are doing with the Self-Study Design
 - Working Groups to get traction this Summer before start of Fall term
 - Phil suggested to use idea of kick-off
 - * purposely show the timeframe is for next 2 ½ years

- Campus Involvement (how to help campus to care and understand about Middle State's process)
 - transparent recognition
 - solicit feedback – this is what we are and need
 - Webinar
 - reach support staff
 - concrete communication plan – develop and reach out to IT
 - student involvement
 - * interview students
 - * relevancy
 - * use students in Working Groups
 - * Service Learning
 - * couple of open forums in Student Center

- Debriefing Session: March 7, 2014, 11:30 – 1:00 p.m.

- Next Meeting Date: March 26, 2014, 11:00 – 12:30 p.m.