

Middle States Self-Study Steering Committee

Minutes –April 30, 2015

Attendees:

Andrew Tomko
Annemarie Roscello
Gail Fernandez
Larry Hlavenka
Linda Emr
Linda Hall
Michael Redmond
Sandra Sroka
Sharyne Miller
Sony Tiwari
Tonia McKoy
William Mullaney
Yun Kim

Absent:

Jennifer Migliorino-Reyes
Keith Chu
Phil Ciarco
Tracy Miceli

Meeting started @ 4:05pm

- **Welcome given by Dr. Kim.**
 - Dr. Kim asked that the Steering Committee move into high-gear in preparation for the Middle States Evaluation Team visit. The agenda for that day will be determined by the team chair.
- **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. His visit to campus will be on Tuesday, October 27, 2015...please keep this in mind and have a flexible schedule on that day. Luckily, this coincides with the next Professional Development Day on campus.
 - No word as yet on the members of the evaluation team.
- **Writing Process for Final Self-Study Report: (see attached handout*)**
 - Dr. Kim would like to keep the momentum going – working through the summer.
 - Page 1 of the power point hand out maps out the three rounds of drafting, up to the public comment period and the final self-study report. Dr. Kim mentioned she would like to see the final report completed by the end of November 2015 – for last proofing or changes.
 - Page 2 names four writing teams for the first draft for each of the 14 standards/final reports from the working groups. These working group reports are due May 14, 2015 and will be ready for review by the writing team prior to the first draft writing process. They can be found in the Document Room on the BCC website.

- Team members will need to work together and schedule their time suited for all.
 - Page 3 names two writing teams for the second draft for standards 1-7 and 8-14. Team members will need to work together and schedule their time suited for all.
 - Michael Redmond asked if a style guide was available. Dr. Kim mentioned we will send each steering committee member an electronic copy of the final self-study report from the College of Southern Maryland for review. It has a clean and clear style.
 - Dr. Kim reminded the first draft teams to be self-reflective and carryout recommendations that demonstrate self-improvement.
 - It was suggested by Larry Hlavenka to perhaps make the first draft teams have fewer standards by adding a fifth team. The first draft team will make sure the chapters have good basic information and add any missing parts. The second draft team could have one team member do the first edit and have the other give feedback – to keep with one style and reduce overall editing. The first team will have the most work and the second team will do the polishing. This suggestion was approved by all.
 - Gail Fernandez suggested that during the first draft team’s writing process, to insert notations where the charts/graphs will be, attaching them to the end of the drafted report. The can then be added during the second draft team’s writing process.
 - Dr. Kim continued...after the second draft is completed it will go to President Walter for review. Then the third draft team will complete the final editing and create a consistent style. After the third draft is complete the report will be open for public review and comments...foreseeing changes for the final report.
- **Re-cap of Linda Suskie’s Message: (see attached handout*)**
 - Dr. Kim revisited the power point presentation given by Linda Suskie, during her visit to campus this past fall. Dr. Kim reminded everyone of the top suggestions made to the Self-Study Committee. Please review the attached handout.
 - Dr. Kim reminded everyone to:
 - Keep the momentum going - even after the Middle States review.
 - Keep the writing clean and simple – leave no room for questions while reading.
 - Dr. Kim also reminded everyone the Middle States Review Team will be looking at the Bergen website prior to their visit. The website must to be updated as soon as possible.
- **New Business/Next Meeting:**
 - Sony Tiwari suggested a meeting be scheduled prior to the first draft teams begin their process. Use this meeting to review and discuss the final reports for each of the working groups. This could help determine the amount of work the first draft teams need to complete.

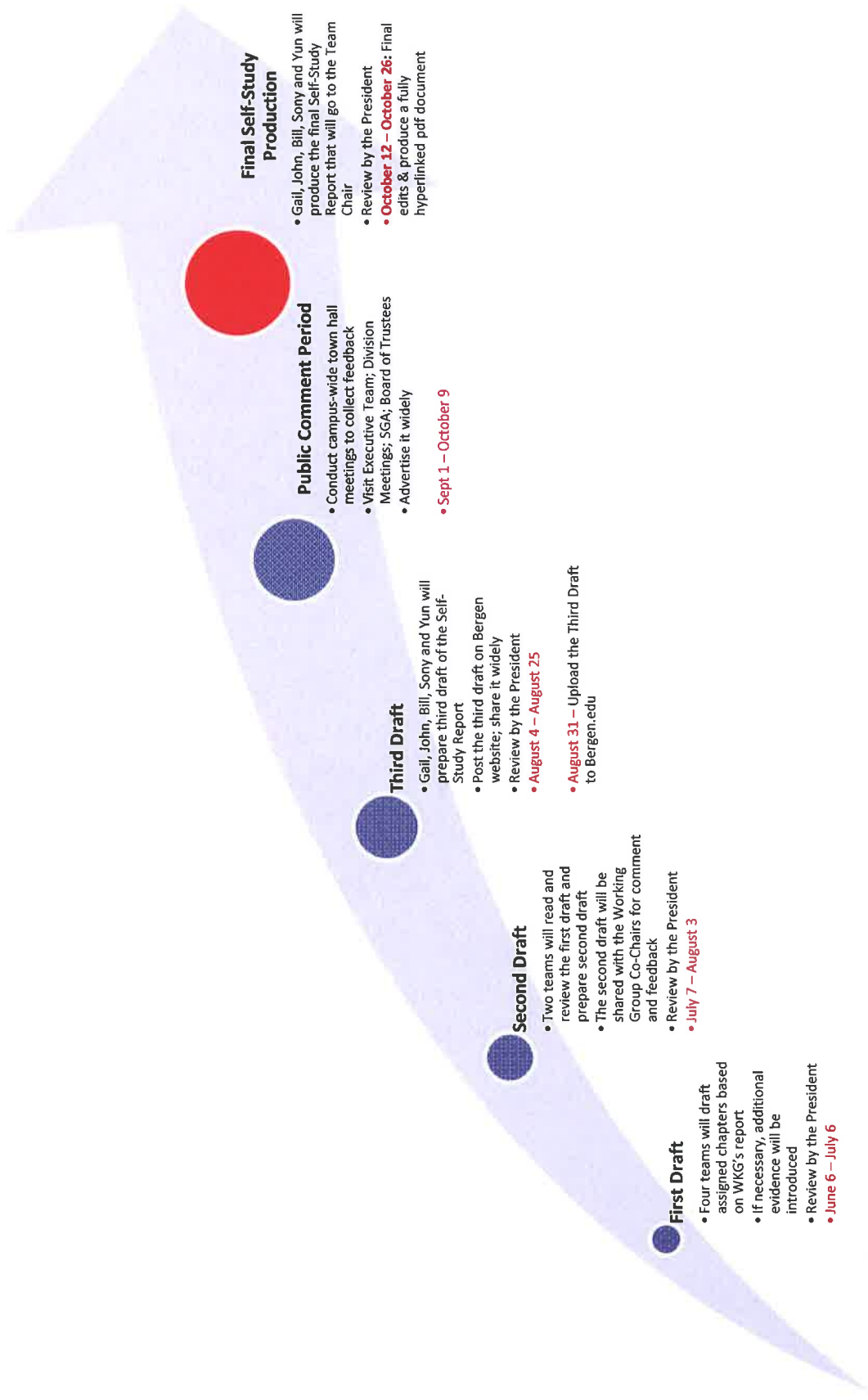
- This suggestion was agreed upon by all. The Self-Study Working Groups final reports will be available in the Document Room when turned in and uploaded to the webpage. You will be notified as soon as this is completed. Please read and be prepared to discuss the reports at our next meeting.
 - **The next Middle States Self-Study Steering Committee Meeting will be on Wednesday, May 27, 2015 from 2 PM - 4 PM, in room C-325.**
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- Dr. Kim thanked everyone for attending the meeting and for their input and suggestions.

Meeting ended @5:15pm.

*Respectfully submitted by
Ruth Ann Heck
5/1/2015*

****Please review the following handouts carefully...note the newly revised Self-Study Report Writing Teams for First Draft structure - to reflect the addition of the fifth First Draft Writing Team.***

Writing Process for Self-Study Report



Self Study Report

Writing Teams for First Draft

(June 6 – July 6)

Yun K. & Linda E.

- Std. 1: Mission & Goals
- Std. 2: Planning, Resource Allocation, & Institutional Renewal
- Std. 10: Faculty

Bill M. & Michael R.

- Std. 4: Leadership and Governance
- Std. 5: Administration
- Std. 6: Integrity

Sony T. & John F.

- Std. 8: Student Admissions and Retention
- Std. 9: Student Support Services
- Std. 11: Educational Offerings

Gail F. & Andrew T.

- Std. 12: General Education
- Std. 14: Assessment of Student Learning

Larry H. & Annemarie R.

- Std. 3: Institutional Resources
- Std. 7: Institutional Assessment
- Std. 13: Related Educational Activities

Self Study Report

Writing Teams for Second Draft

(July 7 – August 3)

Institutional Context:
Standards 1 – 7

Educational Effectiveness:
Standards 8 – 14

- Tentatively:
 - Sandra Sroka
 - Tracy Miceli
 - Linda Hall
 - Phil CiarcoSupported by Yun Kim

- Tentatively:
 - Sharyne Miller
 - Jennifer Migliorino-Reyes
 - Keith Chu
 - Tonia McKoySupported by Sony Tiwari

Chapter Structure

- Short Introduction or Overall Statement
 - Succinctly describe what we did and what we learned
- Findings & Analysis
 - Lay out our stories for the readers with well balanced narratives and evidence
 - Demonstrate “self-improvement”
- Strengths & Suggestions
 - Strengths
 - Suggestions
 - Recommendations, if any (*Remember, we have to carry these out and report back to MSCHE later*)