



SELF-STUDY STEERING COMMITTEE MEETING
May 15, 2014
12:00 – 1:30 p.m., Room A-318

AGENDA

- Announcements:
 - * Approval of Self-Study Design
 - * Updated list of WKG members
 - * Self-Study Website
 - * *Middle States Matter* Talking Points
 - * Feedback from SGA and Faculty Senate

- Update from Liaisons
 - * Liaison's interactions with the WKG
 - * WKG's plan through the end of June
 - * Any resource needs?

- Helpful Guidance and Tips from Michael Redmond

- Fall Kick-Off Ideas

- Next Meeting Date

Any New Business?

Attachments:

- 1) Updated Working Group Member List – As of April 29
- 2) Middle States Matters

Self-Study Steering Committee Meeting
May 15, 2014 | 12:00 – 1:30 PM | Rm A-318

Meeting Minutes

▪ **Announcements**

- * Approval of Self-Study Design
- * Handed out copy of updated list of Working Group Members & Co-Chairs
- * New Self-Study Website was launched: Larry Hlavenka asked for any side bar recommendations to be emailed to him by May 19.
 - click About Us
 - drop-down Middle States
- * Middle States Matter Talking Points
- * Feedback from SGA and Faculty Senate (*handout was distributed*)
 - Sony Tiwari met with the Faculty Senate and SGA
 - Faculty Senate did not address any questions
 - SGA addressed specific questions:
 1. Do Alumni have any voice?
 2. Would there be a certain amount of seats reserved for SGA members during fall semester?
 3. Will students be in Steering Committee?
 4. What other opportunities are there to get involved?
- * Yun Kim spoke with new SGA Vice President
- * The Committee members agreed to involve at least two students in each Working Group

▪ **Updates from Liaisons**

- Linda Hall
 - Re-organize the roles. Need to be clarified
 - Working Group expressed a desire to get started and working
 - Working Group has not met yet
- Andrew Tomko
 - His group met three times
 - Gene Calderon has been added to the Working Group
 - They're updating their calendars
 - Meeting next week

- Linda Emr
 - Planning to meet on June 20. The group will read at least 6 documents before they meet on June 20.
 - Group has compiled a spreadsheet with questions they're interested in.
- Sandra Sroka
 - Expressed her gratitude and appreciation to her two co-chairs, Lisa Di Gaetano & Susan Barnard
 - Expressed her disappointment that some members are not attending meetings. Asked if there is a possibility to setup criteria.
- Jennifer Migliorino-Reyes
 - Met once with her Working Group and nothing has been done yet.
- Tracy Miceli
 - Met with her group, and assigned questions to each member
 - Waiting to meet with absent co-chair
 - Few emails were received
 - Question #1 will be discussed at May 29 meeting
- Michael Redmond
 - Met three times with his members
 - Announced additional members were recruited
 - Expressed that workload is not fairly distributed
 - PJ Ricatto has taken lead
- Bill Mullaney
 - Carol Miele has been added to Working Group
 - Met three times with his group
 - Six pairs were appointed. Three will address sabbatical and tenure and the other three will address faculty.

▪ **Helpful Guidance and Tips from Michael Redmond**

1. Negative Side

- * liaison is not to be a shadow chair to your working group
- don't act or become as another working group member
- it is not necessary to attend every meeting

2. Positive Side

- be really knowledgeable of self-study process
- read and re-read the materials; each time you will see different aspects
- read the characteristics assigned to your group
- follow-up with co-chairs to speak to them about recent Steering Committee meetings you attended (ex: May 15, 2014)

3. Basic Skills

- provide knowledge
- communicate
- shape expectations and milestones
- be constructive
- be specific
- make behavioral clues measurable
- be sensitive when communicating (ex: it might be a good idea...)
- balance what you are saying

4. Set a certain goal

▪ **Fall Kick-Off Ideas**

- * Larry Hlavenka suggested name change
- * Yun Kim informed the committee that Trustee Phil Ciarco would like to see visual signs around the campus on Self-Study

- Next Meeting Date: June 26, 2014, 2:30 – 4:00 p.m. in C-325