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
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