

Middle States Self-Study Steering Committee

Minutes –May 27, 2015

Attendees:

Andrew Tomko
Annemarie Roscello
Gail Fernandez
Keith Chu
Larry Hlavenka
Linda Emr
Linda Hall
Michael Redmond
Sandra Sroka
Sony Tiwari
Tonia McKoy
Tract Miceli
Yun Kim

Absent:

Jennifer Migliorino-Reyes
Phil Ciarco
Sharyne Miller
William Mullaney

Meeting started @ 2:10pm

- **Celebration & Announcement:**
 - A member of the steering committee was wished a Happy Birthday by all.
- **Evaluation Visiting Team Chair:**
 - Dr. Kim reminded the committee that Dr. Kenneth Ender, President of Harper College in Illinois, will be on campus October 26 – 27, 2015. Dr. Kim and Sony Tiwari will oversee any accommodations needed and requests for the visit. As soon as we are notified arrangements will be made. This visit coincides with Professional Development Day so we should have no issues making time for interviews, etc.
- **Discussion – First impressions of the Working Groups’ Final Reports:**
 - Dr. Kim mentioned that all of the final reports were turned in on time and thanked the Steering Committee members for their guidance to the Working Groups. It was decided a “Thank You” should be sent to the Working Groups now for the hard work in completing these final reports.
 - A discussion of the strengths and weaknesses of each report followed. Items were discussed that the first draft writers will have to review more closely.
 - The writing process (handout from the previous meeting) was reviewed. It was decided that after the first draft is completed a copy will go to Dr. Walter for review.
 - When the third draft is completed, dates for open forums will be publicized and held over the span of 4 – 6 weeks to allow for feedback. A question regarding who would be invited to the open forums was discussed; county officials, BCC Foundation Board members, etc.
 - The final product must follow a professional looking format and be a working document. The final document must be approved by the Board of Trustees.
 - A review of the drafting teams (handout from the previous meeting) was reviewed. Dr. Kim mentioned the first draft teams should pay attention to content, and the second draft teams should pay attention to the style and flow. Each writing team will need to decide their meeting schedule and how they will proceed with the proofing & editing process.

- **Guidelines for Self-Study Report Chapters (Handout):**
 - This handout was reviewed.
 - Writing Process for Final Self-Study Report: (Revised Handout – Self-Study Report Editorial Style and Format)
 - * Sony Tiwari mentioned all drafting teams must adhere to the general format guidelines stated in the handout.
 - * Michael Redmond asked about sentence spacing and comma usage...the use of consistent punctuation throughout the reports.
 - * Linda Emr asked about referring to Bergen Community College at the Meadowlands and The Philip Ciarco, Jr. Learning Center in Hackensack...all references need to be determined and consistent.
 - * Annemarie Roscello mentioned the capitalization of titles, e.g., Dean of...Vice President, President.
 - * Sony Tiwari asked the committee members to send him any recommendations or thoughts on formatting and style and he will revise this handout.
 - * Dr. Kim asked everyone to send her and Sony Tiwari any questions they may have during the drafting process.

- **Other business:**
 - Dr. Kim brought up a new project for the summer. It is to review and revise the College's Vision and Mission Statements. With a final version to be presented to the Board of Trustees at the October 2015 board meeting. Dr. Kim noted that a call for volunteers will be going out in the Bergen Daily and she asked everyone to consider joining this project.

 - Dr. Kim thanked everyone for their hard work and commitment to this endeavor.

 - Tonia McKoy asked if there were any meetings planned after the first drafts are completed.
 - * Per Dr. Kim, no meetings are planned at this time. But if the teams felt it necessary, there could be meetings between the first drafters and the second drafters, regarding specific points.
 - Tonia McKoy also asked about additional sources used in the reports, internal as well as external documents. Sony Tiwari suggested waiting until the final version is complete and add necessary documents to the document room.

Michael Redmond mentioned that whatever data used must be hyperlinked to the final electronic document; internal use – in our document room or external use – self-contained in the report (PDF or archived website.)

Meeting ended @ 3:30pm.

Respectfully submitted by
Ruth Ann Heck
5/29/2015