

Middle States Self-Study Steering Committee
Meeting Agenda
Friday, October 3, 2014
12:30pm – 1:30pm/L-346

- Welcome and Announcements (Sony)
 - Student Representatives
 - Document Location
 - T-Shirt

- Fall 2014 Priorities (Yun)
 - Professional Development Day, Tuesday, October 28, 2014/Linda Suskie
 - Interim Report, December 17, 2014

- Stories from the Front Line (SC Liaisons)
 - Good, Bad and Ugly

- Next Meeting Dates (Ruth Ann)
 - November & December

Middle States Self-Study Steering Committee

Minutes – October 3, 2014

Attendees:

Andrew Tomko
Gail Fernandez
Keith Chu
Larry Hlavenka
Linda Emr
Phil Ciarco
Sandra Sroka
Sharyne Miller
Shyamal Tiwari
Tonia McKoy
Tracy Miceli
William Mullaney
Yun Kim

Absent:

Annemarie Roscello
Jennifer Migliorino-Reyes
Linda Hall
Michael Redmond

Meeting started @ 12:35pm

- **Welcome & Announcements:**

Dr. Yun Kim and Professor Sony Tiwari welcomed everyone.

Student Representatives:

Sony Tiwari-

- Today was the last day to accept student applications for the Self-Study team. Small but strong pool to choose from – review needed to choose students.
- Students will be their own self-study working group to deal with student issues, do own research, write and file own findings; earning service credit.

Document Location:

Sony Tiwari/Tonia McKoy-

- Full inventory of documents are being loaded onto a secure/ password protected site. An e-mail will be sent to all Self-Study members with instructions. (*A copy of the webpage was handed out.) Current documents on the BCC website will have a link on these pages. Standards need to be created to secure appropriate documents...work in progress.

Sony Tiwari and Yun Kim-

- Suggested looking at the Institutional Research and Student Services web pages for helpful information.

Polo Shirts:

- Concerns regarding money spent on shirts – Middle States thrown into politics – keep focused on the mission. Wear the shirt to show support for the Middle States Self-Study process. Because “Middle States Matters!”

Yun Kim Noted-

- Trustee Ciarco has graciously volunteered to cover the cost of the polo shirts for the Middle States Self-Study team.

- **Fall 2014 Priorities**

Professional Development Day, 10/28/2014/Linda Suskie:

Yun Kim-

- Linda Suskie, Assessment & Accreditation Consultant will be presenting three workshops at BCC on 10/28/14. (*A copy of Linda’s schedule was handed out.) The Middle States Self-Study Committee will have private time with Linda to ask those burning questions. Linda may help us see the reality of where we stand. Please share the day’s schedule with your working group members.

Interim Report, 12/17/2014:

Yun Kim-

- Interim reports are due on December 17, 2014...is your working group on the right track? Do they need direction – Don’t panic. Control data/conclusions. Say what you feel is necessary.

Sony Tiwari-

- You have autonomy in the investigation and collection of data. There will be editing of the final Self-Study report.

Trustee Ciarco asked-

- Do we plan to collect questions for Linda Suskie prior to October 28th?

Yun Kim-

- The “Burning Questions” were collected at the luncheon meeting on 9/12/14.

Gail Fernandez and Tracy Miceli both stated:

- The more questions the better...gather questions from your working groups.

- **Stories from the Front Line:**

- Everyone shared their issues, concerns and updates regarding their working group’s processes and progress.
 - New member notification
 - How much information is too much – how much data should be reviewed
 - Guidance needed regarding how to select the data to be reviewed

Sony Tiwari and Yun Kim suggested-

- Look at assessment reports, institutional policies, methods of assessment, and randomly selected syllabi (located on Syllabi Central on the BCC website.) Don't worry about the number of items reviewed, but the variety. Look at other program reports, vary data from different sources. Review the terminology.

Tonia McKoy stated-

- Syllabi Central will be linked to the CIE and IR web pages.
- Also, the web pages under "Middle States Complete Document Inventory" (see handout/link) <http://www.bergen.edu/about-us/middle-states-self-study>
- This page will be a centralized electronic/password protected location for reports and data, with links to syllabi and various reports.

Gail Fernandez-

- Regarding the interview process...is permission needed to interview someone – can we take and share notes from the interview?

Linda Emr-

- Are there ways to share information re: who was interviewed, who conducted the interview, what questions were asked, and what were the answers? This will avoid duplicate work. Can the questions and answers be uploaded to a secure webpage – a generic password available to all members? Set-up a structure/process – one person to load and input data.

Yun Kim-

- Please invest some time and effort to search for documents and reports on the BCC website.

Sharyne Miller-

- Perhaps we need a better location for all documents and make all information searchable.

More concerns and issues were discussed:

- Lack of communication and cooperation between working group members, chairs and members...how do we solve this?
- Time frame and performance of group...getting on top on of/replacing non-performers – rethink groups with issues
- Co-Chairs work as a team/back-up for each other, in obtaining information and guiding the working group
- How to solve issues with those unable to attend group meeting...arrange conference calls at meetings or all conference in together...
 - o Sharyne Miller suggested using the website <https://www.freeconferencecall.com/>
 - o Other suggestions; share notes, share schedules

William Mullaney mentioned-

- His working group has divided up the work to focus on specifics
- His group will be conduction focus groups with Faculty

Linda Emr asked-

- Can the questions and information obtained in those focus groups be shared? Where?

Sony Tiwari –

- There is value in using focus groups, but do not collect more data, use resources already available. We need to balance data.

Tonia McKoy-

- No surveys or questionnaires have been asked for or developed for as yet.

Yun Kim stated-

- In general, progress is being made – small steps.

- **Next Meeting dates:**

- Thursday, November 6, 2014 @ 2PM – 3pm in C-325
- Thursday, December 11, 2014 @ 3:30pm – 4:30pm in C-325

Wrap-up:

Yun Kim and Trustee Ciarco-

- Read the MSCHE Revised Draft of “Requirements of Affiliation and Standards for Accreditation” – 13th edition...changed, reduced & clearer content:
<http://www.msche.org/documents/StandardsFinalDraft.pdf>
- Review a sample of a recent Self-Study Report from the College of Southern Maryland
http://www.csmd.edu/MiddleStates/pdf/CSM_Self_Study_Report.pdf

Dr. Yun Kim and Professor Sony Tiwari thanked everyone for their contributions and time.
Meeting ended approximately 1:50pm

Respectfully submitted by
Ruth Ann Heck
10/7/2014

Middle States Self Study

- Documents
- Members
- News
- Timeline

Middle States Complete Document Inventory

Jump to:

- Standard 1
- Standard 2
- Standard 3
- Standard 4
- Standard 5
- Standard 6
- Standard 7
- Standard 8
- Standard 9
- Standard 10
- Standard 11
- Standard 12
- Standard 13
- Standard 14

Suggested Documents/Resources

Standard 1: Mission and Goals

- College Catalogs
- 2010-2016 Strategic Plan
- Year One Implementation Summary
- Strategic Plan Brochure
- 2010-2013 Strategic Plan
- Updated Goals and Objectives for 2010-2013 Strategic Plan
- Institutional Dashboard Review for 2010-2013 Strategic Plan
- 2010-2010 Enrollment Management Plan
- Enrollment Management Plan Brochure
- Enrollment Management Plan Group Members
- Board of Trustees Minutes
- Faculty Senate Minutes
- College Policies
- Admissions Policies and Practices
- Mailing Plan
- Curriculum Development and Approval Process
- HR Recruitment Materials

Standard 2: Planning, Resource Allocation, and Institutional Renewal

- 2010-2016 Strategic Plan
- Year One Implementation Summary
- Strategic Plan Brochure
- 2010-2013 Strategic Plan
- Updated Goals and Objectives for 2010-2013 Strategic Plan
- Institutional Dashboard Review for 2010-2013 Strategic Plan
- Fiscal Year BCC Foundation Audited Financial Statements
- FY2007
- FY2008
- FY2009
- FY2010
- FY2011

Schedule for Linda Suskie

October 28, 2014*

| TIME | PARTICIPANTS | FOCUS | LOCATION |
|----------------------|---|--|---|
| 9:00 – 10:20 A.M. | Administrators and Staff, excluding Faculty | <ul style="list-style-type: none"> Brief overview of the Middle States accreditation process. Bergen’s next decennial evaluation visit is in Spring 2016. Why outcomes assessment is critical to demonstrating institutional effectiveness – each individual’s role in achieving Bergen’s mission and strategic goals. | Gym Round tables; hand held microphone; projector & screen |
| 12:00 – 1:00 P.M. | LUNCH | | Cafeteria |
| 1:00 – 2:00 P.M. | Student Leaders (some of the Student Life Staff want to attend this session) | <ul style="list-style-type: none"> Very brief overview of the accreditation process, emphasizing WHY it is important to them and how they can get involved. How to collect “assessment” data and/or develop student surveys to assess their club activities and other student life events/activities. | West Hall |
| 2:45 – 4:00 | Self-Study Steering Committee and Working Group Members (currently 84 faculty and staff are involved) | <ul style="list-style-type: none"> A set of questions generated by the 8 Working Groups and the Steering Committee will be forwarded to Linda. Specific things Bergen must demonstrate in the self-study report. Bergen staff and faculty faces the REALITY | C-211 (could change later) |
| 4:00 - | Faculty and Staff | Ice Cream Social | Cafeteria |

* On the Day of Professional Development, all classes are cancelled and all full-time Bergen employee are require to report to work.