

Middle States Self-Study Steering Committee

Minutes – December 11, 2014

Attendees:

Andrew Tomko
Gail Fernandez
Larry Hlavenka
Linda Emr
Phil Ciarco
Sandra Sroka
Sharyne Miller
Shyamal (Sony) Tiwari
Tonia McKoy
Tracy Miceli
Yun Kim
Annemarie Roscello
Jennifer Migliorino-Reyes
Linda Hall
Michael Redmond

Absent:

William Mullaney
Keith Chu

Meeting started @ 3:33pm

- **Announcements:**

Dr. Yun Kim welcomed everyone.

- **Middle States Annual Conference -**

- Dr. Kim gave a brief overview of the recent Middle States Conference. Nine individuals attended the conference; Gail Fernandez and Maureen Ellis-Davis' presentation on General Education Assessment was well received and there was much interest in the process. An accurate picture of what Bergen does well had attendees requesting a local presentation be repeated.
- Next year's Middle States Conference presenter from Bergen will be Professor Shyamal Tiwari.

- **New Accreditation Standards –**

- Dr. Kim mentioned having a copy of the new Middle States 7 Standards – gives us more to think about.
- Phil Ciarco brought up the confusion caused by the new 7 Standards. What do we do? We follow the original 14 Standards.
- Gail Fernandez and Dr. Kim talked about Middle States' three-year implementation plan, to roll out in 2015-2016, a trial for the new 7 Standards. The evaluation team that Middle States will be sending to Bergen will be looking at all 14 Standards.

- **Working Groups Interim Report, Dec. 17th/Suggested Outline –**
 - Dr. Kim was asked earlier today, “Is it true no interim report is due?” – Not True! We need to get the Working Groups together. Some groups are done with their interim reports others have not started. See the “Suggested Outline” (page 5) that may be used to help the group get started or complete their interim report. Steering Committee Liaisons can suggest this to the co-chairs if they feel it necessary.
 - Tonia McKoy had several Working Group members ask her questions related to the interim report...expectations, format, length, back-up, what will happen to the report? Tonia directed them to speak to their Steering Committee Liaison.
 - Sony Tiwari reminded everyone not to make the interim report too lengthy and that this report will be used to compile the final report. Also get the working group to site evidence they collected that was helpful to them.
 - Reminder to reinforce to the Working Groups to complete the Document Roadmap. List evidence of what you need and cannot find.
 - Tracy Miceli mentioned her Working Group cannot find the Charter for Bergen Community College. There may have been a Charter to create a community college system in New Jersey. If no Charter, how founded? And, how far back do we go?
 - Larry Hlavenka suggested contacting the NJCCC for historical documents.
 - Sony Tiwari reminded everyone - not to get lost - limit research.

- **Reports from Steering Committee Liaisons – High Point/Low Points**
 - **Linda Hall reported on Working Group #1:**
 - *Divided into two groups, both standards combined into one report.
 - *Completed report, still need to add tables
 - *The group feels confident in their work and moving in the right direction
 - Sony Tiwari suggested to be selective when choosing charts and graphs. Some may not be included in the final report.
 - Linda Hall asked, is there a format/style guide to follow for the interim report.
 - Dr. Kim replied not to worry about that now. The final report will be formatted to Middle States’ specifications. She also reminded everyone the interim reports are due on December 17th and to send them electronically.
 - **Sandra Sroka reported on Working Group #2:**
 - *Team doing a great job, gathered all reports and information is falling into place.
 - *Report not completed, but will be very soon.
 - Dr. Kim suggested using the “Suggested Outline”, which may avoid confusion.
 - Sandra Sroka asked about how long the report should be?
 - Dr. Kim said to focus on analysis and what has been accomplished and how it relates to future, not length.

- **Tracy Miceli reported on Working Group #3:**
 - *Difficult start, unable to meet; finally developed a plan to communicate with each other.
 - *Found and still looking for documents: Administrative Org. Chart, Administrative job descriptions.
 - *Group was questioning Alumni Representative on the Board of Trustees.
- Phil Ciarco clarified - this is a BCC Alumni, not a current student; they represent current students to the Board of Trustees.
- **Jennifer Migliorino-Reyes reported on Working Group #4:**
 - *Difficult start, unable to meet; using e-mail to communicate to the group.
 - *Conducted interviews, tackled the document roadmap and brought it all together.
 - *Focused back on fundamentals and reported out.
- **Annemarie Roscello reported on Working Group # 5:**
 - *Group is doing fine; reports to co-chair on 12/15/14.
 - *Legal documents have been read and others are in flux.
 - *One stumbling block is the lack of documentation regarding Adjuncts.
- **Andrew Tomko reporting on Working Group #6:**
 - *Volume of material was overwhelming.
 - *Breaking into smaller groups allowed us to work on a lot of good material.
- **Michael Redmond reported on Working Group #7:**
 - *Difficult getting started, had to regroup after Linda Suskie's meeting with Self-Study. Success with PJ Ricatto taking the lead.
 - *More direction from the co-chairs helped to complete the task.
 - *Focused on completing the Document Roadmap.
- Dr. Kim asked the committee to encourage the working groups to get beyond talking and move to the reading and writing. Dr. Kim expressed concern about some working groups' lack of progress and interaction with documents. Please remind your group of the Document inventory log-in and password.
- Annemarie Roscello brought up that maybe groups asking specific questions would get clearer answers.
- Gail Fernandez thought some members may be embarrassed not knowing what they need to do.
- Dr. Kim reminded everyone that there are sample Self-Study reports in A-330C and suggested they let the working groups know the documents are available for review.
- **Sharyne Miller and Linda Emr reported on Working Group #8:**
 - * The co-chairs are working well together
 - * Breaking into smaller groups and each group concentrating on a specific question worked well.
 - * Great documents with links used, along with the roadmap.
 - * They are happy with the work the group has done.

- **Dr. Kim – in conclusion:**
 - Interim Report due on December 17, 2015
 - Any question – please ask
 - Gail Fernandez, Sony Tiwari and Dr. Kim will review all interim reports and give feedback to the Steering committee members in late January.

- **Next Meeting Date:**
 - Thursday, February 12, 2015 @ 3:00 pm – 4:30 pm in A-325
 - The Middle States Self-Study Student Working Group will give their presentation to the entire Self-Study Committee on Thursday, February 26, 2015 @ 3:30 pm in A-104.

Meeting ended @4:40pm.

*Respectfully submitted by
Ruth Ann Heck
12/15/2014*

Suggested Outline for Interim Report

This report outline is provided as a suggestion for the interim report due on December 17, 2014. This report format does not replace the Template for Working Group Report (due on May 1, 2015) distributed in September.

Working Group Standard #(s) and Title(s):

Working Group Members:

Evidence Collected and Examined for Analysis:

- Link to Fundamental Elements being addressed
- Attach copies or links to evidence cited in this interim report

Initial Analysis:

- Share the Working Group's initial findings/analysis supported by the evidence examined.

List any significant evidence currently missing from the Self-Study Document Room: