

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, August 4, 2016

1:30 p.m. – 2:30 p.m.

Stratton Administration Building Room 317

Notes (7-7-16 Meeting)	Committee
CHEA 2016 Summer Workshop “Examining the Accreditation Space: Accreditation and its Constituents:	C. Wells
Kutztown University Accreditation History	C. Wells
Middle States Budget	C. Wells
Self-Study Working Groups Co-Chairs Lunch Agenda (8-24-16) – Update	C. Wells
Self-Study Document – Editor	Committee
Document Evidence Collection	Committee
Verification of Compliance Working Group (update)	C. Wells/G. Clary/J. Pena/ N. Snow
As May Arise	Committee

Next Meeting: **Thursday, August 18, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

2:30 p.m. – Implementation Team for Institutional Effectiveness Meeting (Non-Academic Program Reviews):

University Marketing (completed self-study and external review; Team evaluation completed)
University Relations (completed self-study and external review; Team evaluation completed)
Career Development (completed self-study and external review; Team evaluation needed)
Housing (completed self-study and external review; Team evaluation needed)
KU Presents (completed self-study; external review needed; Team evaluation needed)
Human Resources (completed self-study; Team evaluation needed)
Institutional Research (completed self-study; Team evaluation needed)
Recreational Services (completed self-study; external review needed; Team evaluation needed)

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, September 1, 2016
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Debriefing – Co-Chairs Meeting	Committee
Working Group Membership Update (T. Robinson – Working Group I)	C. Wells
2016-2019 Strategic Plan	C. Wells
September 13 Inaugural Meeting	Committee
Agenda	C. Wells
PowerPoint Slides	C. Wells
Review of Editorial Style and Format	J. Stanley
Template for Chapter Drafts	J. Stanley
Document Evidence Collection	Committee
As May Arise	Committee

Next Meeting: **Thursday, September 15, 2016 (no meeting)**
Thursday, September 29, 2016, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, September 29, 2016

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Notes (9-1-16 Meeting)	Committee
Debriefing – Inaugural Meeting (9-13-16) <ul style="list-style-type: none">• Handout: Update to Editorial Style/Format	Committee
Documentation Roadmap <ul style="list-style-type: none">• Transparency/Confidentiality• Five-Year Program Reviews	B. Meares (G. Clary/ N. Snow)
Feedback – Working Group Meetings <ul style="list-style-type: none">• SharePoint Site• Definitions• COT and Student Representatives	Committee
Extended Steering Committee Meeting <ul style="list-style-type: none">• Tuesday, October 25: 11:00 a.m.-12:00 p.m.• Tuesday, November 1: 11:00 a.m.-12:00 p.m.	Committee
Drexel Assessment Conference (9-7-16) (Sean McKitrick Workshop)	Clary/Wells
MSCHE Accreditation Process Change (Town Hall Meeting: 10-18-16)	Wells
As May Arise	Committee

Next Meeting: **Thursday, October 13, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, October 13, 2016

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

SharePoint Site – Documentation Roadmap	M. Simons
Working Group Representation – Council of Trustees	C. Wells
<ul style="list-style-type: none">• Mr. James Ludlow – Working Group I• Mr. John (Jack) Wabby – Working Group VI• Dr. Charles Blocksidge – Working Group VII	
Feedback – Working Groups	Committee
<ul style="list-style-type: none">• TracDat Data (G. Clary)• Working Group IV• Working Group VII	
Extended Steering Committee Lunch Meeting - Agenda	Committee
<ul style="list-style-type: none">• Tuesday, October 25: 11:00 a.m.-12:30 p.m.• Stratton Room 317	
As May Arise	Committee

Next Meeting: **Thursday, October 27, 2016**, 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, November 10, 2016

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Extended Steering Committee Lunch Meeting
(Tuesday, October 25, 2016)

Committee

SharePoint Site – Document Archive
(Documentation Roadmap)

H. Fox/A. Mull

Google Docs

Program Reviews

Non-Academic Program Reviews

Feedback – Working Groups

Committee

- Working Group II
- Working Group IV
- Working Group VII

As May Arise

Committee

Next Meeting: **Thursday, December 22, 2016**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317*

*November 24 – Thanksgiving Day; December 8 – Middle States Annual Conference and Council of Trustees Meeting

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, December 15, 2016

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

MSCHE Annual Conference (12/7/16 – 12/9/16)

G. Clary/B. Meares/N. Snow/
J. Stanley/C. Wells/
A. Zayaitz

“Writing the Report and Preparing for
the Team Visit”

G. Clary/C. Wells

Feedback from Working Groups
11/15/16 e-mail to Co-Chairs
(1/27/17 – first draft due)

Committee

Spring 2017 Steering Committee Meetings

C. Wells

As May Arise

Committee

Next Meeting: **Thursday, January 5, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration
Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, January 5, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (12-15-16 Meeting)	Committee
Middle States Commission on Higher Education December 2016 Newsletter	C. Wells
E-mail to Working Groups (12-20-16) E-Mail on Requirements of Affiliation (12-21-16)	C. Wells
Timeline for Spring 2017 – Spring 2018 (Extended Steering Committee Meeting in Spring?)	Committee
Communication Plan	Committee
<i>Daily Brief</i> or Link on Landing Page Frequency of Messages (2 times a month, e.g.)	
As May Arise	Committee

Next Meeting: **Thursday, January 19, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Note: Verification of Compliance Working Group meeting is scheduled for Thursday, January 12, 2017

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, February 9, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (1-5-17 Meeting)	Committee
Web Banner (J. Umberger)	Committee
Communication Plan	M. Santos
Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet	G. Clary
Feedback on Chapter Drafts	J. Stanley/Committee
Verification of Compliance Working Group Update (1-12-17 meeting)	C. Wells
Extended Steering Committee Lunch Meeting (3-9-17; 1:30 p.m. – 3:00 p.m.)	Committee
End-of-Semester Dinner Meeting (date?)	Committee
As May Arise	Committee
Guest: Dr. Metta Sandoff, Visiting Scholar, Sweden	

Note: Senate presentation (5-4-17; 4:00 p.m.)

Next Meeting: **Thursday, February 23, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Implementation Team for Institutional Effectiveness Meeting

Tuesday, February 21, 2017
8:30 a.m. – 10:00 a.m.
Stratton Administration Building Room 317

AGENDA

- | | |
|---|------|
| Updated Summary of Non-Academic Program Reviews
(Year 1 – Year 5) | Team |
| Program Review Updates
(team evaluations of self-studies) | Team |
| Career Development | |
| Center for Academic Success and Achievement | |
| Housing, Residence Life, and Dining (no external
review required) | |
| Human Resources | |
| Information Technology | |
| Institutional Research | |
| International Admissions | |
| KU Presents | |
| Office of Student Accounts | |
| Recreational Services | |
| Process for Non-Academic Program Reviews | Team |
| Not Completed | |
| Academic Enrichment (self-study due 2015-2016; external review due 2016-2017) | |
| Athletics (self-study due 2016-2017) | |
| Community Outreach Center (self-study due 2015-2016; external review due 2016-2017) | |
| Connections (self-study due 2015-2016; external review due 2016-2017) | |
| Disability Services (self-study due 2016-2017) | |
| Distance Education (external review due 2016-2017) | |
| Facilities (self-study due 2016-2017) | |
| GLBTQ/Women's Center (self-study due 2016-2017) | |
| Grants and Sponsored Projects (self-study due 2016-2017) | |
| Health Promotions (self-study due 2016-2017) | |
| Institutional Research (external review due 2016-2017) | |
| International Admissions (external review due 2016-2017) | |
| Library Services (self-study due 2016-2017) | |
| Multicultural Services (self-study due 2016-2017) | |
| Office of Assessment (external review due 2016-2017) | |
| Office of Student Accounts (external review due 2016-2017) | |
| Procurement Services (self-study due 2016-2017) | |

Registrar's Office (self-study due 2016-2017)

Student Conduct (self-study due 2015-2016; external review due 2016-2017)

Student Union Operations (self-study due 2016-2017)

Undergraduate Admissions (self-study due 2015-2016; external review due 2016-2017)

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, February 23, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Notes (1-5-17 Meeting)	Committee
Web Banner (J. Umberger)	Committee
Communication Plan	M. Santos
Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet	G. Clary
Feedback on Chapter Drafts	J. Stanley/Committee
Verification of Compliance Working Group Update (1-12-17 meeting)	C. Wells
Extended Steering Committee Lunch Meeting (3-9-17; 1:30 p.m. – 3:00 p.m.)	Committee
End-of-Semester Dinner Meeting (date?)	Committee
As May Arise	Committee
Guest: Dr. Metta Sandoff, Visiting Scholar, Sweden	

Note: Senate presentation (5-4-17; 4:00 p.m.)

Next Meeting: **Thursday, March 9, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317 (Extended Steering Committee Lunch)

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, April 6, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 203

Notes (2-23-17 Steering Committee Meeting)	Committee
Notes (3-9-17 Extended Steering Committee Meeting)	Committee
Feedback - Extended Steering Committee Meeting	Committee
<i>Daily Brief</i> – Middle States Moment	M. Santos
Current List of Documents on SharePoint Site	C. Wells
“Burdensome Accreditation System Needs Overhaul” CHEA Op-Ed Series Accreditation and Overhaul	C. Wells
E-Mail to Working Groups	C. Wells
Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet	G. Clary
Second Chapter Drafts (due 4-14-17)	Committee
Feedback on Chapter Drafts	J. Stanley/Committee
Meeting Schedule	Committee
As May Arise	Committee

Note: Senate presentation (5-4-17; 4:00 p.m.)

Next Meeting: **Thursday, April 27, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, April 27, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Working Group Chapter Drafts Received	C. Wells
<ul style="list-style-type: none">• Standard I: Mission and Goals• Standard II: Ethics and Integrity• Standard III: Design and Delivery of the Student Learning Experience• Standard IV: Support of the Student Experience• Standard V: Educational Effectiveness Assessment• Standard VII: Governance, Leadership, and Administration	
Chapter Drafts (update)	J. Stanley
Relevant Outcomes/Actions Taken/Improved Outcomes Spreadsheet (update)	G. Clary
2008 External Team Suggestions/PRR Responses	Committee
Preliminary Campus Visit (Thursday, October 26, 2017)	C. Wells
Review Senate Presentation (Thursday, May 4, 2017)	C. Wells

Next Meeting: **Thursday, May 11, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminder: External Team Visit
Sunday, March 4, 2018 – Wednesday, March 7, 2018

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, May 11, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Questions to be Answered:

- Does Chapter address criteria outlined in Standard?
- Does Chapter go beyond addressing criteria outlined in the Standard?
- Does Chapter present University in a positive, yet honest, manner?
- Does Chapter utilize sufficient data to document statements and recommendation(s)?

Proposed Structure for Chapters 1 Through 7:

Definition of Standard in italics

Working Group I was charged with (1.) examining relevant documents, policies, procedures, and processes as they relate to mission and goals; (2.) providing a thorough analysis of Kutztown University's strengths, challenges, and opportunities with regard to its mission and goals; (3.) providing linkages, where appropriate, between Standard I and relevant institutional priorities; and, (4.) making recommendations for institutional improvement related to mission and goals.

- 1.1 Mission, Vision and Goals
- 1.2 Strategic Plan
- 1.3 General Education Goals
- 1.4 Recommendations

Examples of Continuous Improvement From Assessment Results

Summer Timeline

Thursday, May 25	Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8	Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22	Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6	Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten) C. DeMarco (cover page; chapter headings)
Thursday, July 20	Introduction (draft); Executive Summary (draft)
Thursday, August 3	Review drafts of Introduction and Executive Summary Conclusions (draft)
Thursday, August 17	Review draft of Conclusions; Table of Contents
Thursday, August 31	Final Draft of Self-Study

Next Meeting: **Thursday, May 25, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:

Thursday, October 26, 2017 (Dr. John Ettling Preliminary Campus Visit)

Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, May 25, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Examples of Continuous Improvement From Assessment Results

Questions to be answered related to Self-Study:

1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:

Does chapter address criteria outlined in the Standard?

Does chapter go beyond addressing criteria outlined in the Standard?

Does chapter present University in a positive, yet honest, manner?

Does chapter utilize sufficient data to document statements and recommendation(s)?

Chapter 1: Missions and Goals

- Proposed format
- Add latest Strategic Plan approved by COT on 4/21/16; add participatory nature of process (J. Silberman)
- Add information on why Purpose was added (J. Stanley)

Chapter 2: Ethics and Integrity

- 2.1 Academic Freedom and Protection of Intellectual Property
- 2.2 Compliance with Title IX and Nondiscrimination Statutes
- 2.3 Conflict of Interest (Does this section need more detail?)
- 2.4 Respect
- 2.5 Addressing Grievances and Complaints
- 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
- 2.7 Academic Honesty (needs work; incorporation of new graduate policy and task force for revision of Policy ACA-027)
- 2.8 Accessibility and Review of Policies

- 2.9 Compliance with Federal Requirements (does not mention Consumer Information website and Verification of Compliance document)
- 2.10 Recommendations (Should they be addressed now?)

Chapter 3: Design and Delivery of the Student Learning Experience

- Are there Standard III criteria that are not addressed in this Chapter?
- 3.1 General Education (expand this section; little reporting on assessment results; Queens College Self-Study devotes 8 pages to this section)
- 3.2 Academic Programs (colleges need to have separate paragraphs; little mention of minors and passing mention of doctoral programs)
- 3.3 Transfer Students and Adult Learners
- 3.4 Diversity
- 3.5 Student Support (alphabetize and perhaps group into categories)
- 3.6 Curricula and Program Oversight (more detail on UCC, accreditation, and assessment)
- 3.7 Faculty (provide table with faculty by rank and college; provide information on faculty demographics; attach agenda from New Faculty Orientation)
- Among other criteria that were not addressed, did not address #3 (no mention of check sheet website and eight-semester planners)
- 3.8 Recommendations: Can military personnel recommendation be addressed now? Not good to say that assessment processes and results are not being shared.

Summer Timeline

Thursday, May 25	Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8	Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22	Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6	Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten) C. DeMarco (cover page; chapter headings)
Thursday, July 20	Introduction (draft); Executive Summary (draft)
Thursday, August 3	Review drafts of Introduction and Executive Summary Conclusions (draft)
Thursday, August 17	Review draft of Conclusions; Table of Contents
Thursday, August 31	Final Draft of Self-Study

Next Meeting: **Thursday, June 8, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:

Thursday, October 26, 2017 (Dr. John Ettlign Preliminary Campus Visit)
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, June 8, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

J. Stanley Responsibilities:

- Ensure all necessary documents are incorporated and cited consistently and appropriately
- Ensure all criteria for each standard are addressed
- Check for acronyms, abbreviations, and headings. Ensure tables and charts are labeled correctly
- Ensure consistently in format, style, tone, and voice
- Create Table of Contents
- Create Appendices

Chapter 1: Missions and Goals

- 1.1 Mission, Vision, Goals, and Purpose
- 1.2 The Strategic Plan and Process
- 1.3 Connecting Mission and Goals
- 1.4 Missions and Goals: Alignments with Department, College, and Division Statements
- 1.5 Recommendations

Chapter 2: Ethics and Integrity

- 2.1 Academic Freedom and Protection of Intellectual Property
- 2.2 Compliance with Title IX and Nondiscrimination Statutes
- 2.3 Conflict of Interest
- 2.4 Respect
- 2.5 Addressing Grievances and Complaints
- 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
- 2.7 Academic Honesty
- 2.8 Accessibility and Review of Policies
- 2.9 Compliance with Federal Requirements
- 2.10 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience

- 3.1 General Education
- 3.2 Academic Programs
- 3.3 Transfer Students and Adult Learners
- 3.4 Diversity
- 3.5 Student Support
- 3.6 Curricula and Program Oversight
- 3.7 Faculty

- 3.8 Recommendations

Chapter 4: Support of the Student Experience

- 4.1 Marketing and Admissions Recruitment Processes
- 4.2 Student Success Processes
- 4.3 Athletic Programs
- 4.4 University Life and Student Services
- 4.5 Student Complaints and Grievance Processes and Procedures
- 4.6 Security of Student Records and Release of Student Information
- 4.7 Assessment of the Student Experience
- 4.8 Recommendations

Chapter 5: Educational Effectiveness Assessment

- 5.1 Articulating Student Learning Outcomes
- 5.2 Monitoring of Expectations of Student Learning and Curriculum Mapping
- 5.3 Data Collection, Analysis, and Improvement
- 5.4 Post University Career and Educational Success
- 5.5 Recommendations

Summer Timeline

Thursday, May 25	Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8	Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
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Thursday, August 3	Review drafts of Introduction and Executive Summary Conclusions (draft)
Thursday, August 17	Review draft of Conclusions; Table of Contents
Thursday, August 31	Final Draft of Self-Study

Next Meeting: **Thursday, June 22, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:

Thursday, October 26, 2017 (Dr. John Ettlign Preliminary Campus Visit)
Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

Questions to be answered related to Self-Study:

1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?

3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:

- Does chapter address criteria outlined in the Standard?
- Does chapter go beyond addressing criteria outlined in the Standard?
- Does chapter present University in a positive, yet honest, manner?
- Does chapter utilize sufficient data to document statements and recommendation(s)?

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, July 6, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Team Chair's Preliminary Visit – Draft Agenda	Committee
Chapter 5: Educational Effectiveness Assessment	Committee
Chapter 6: Planning, Resources, and Institutional Improvement	Committee
Chapter 7: Governance, Leadership, and Administration	Committee

Note: Should Chapters 1, 2, 3, and 5 end with sections on assessment like Chapters 4, 6, and 7; i.e., Assessment of Mission and Goals; Assessment of Ethics and Integrity; Assessment of the Design and Delivery of the Student Learning Experience; Assessment of Educational Effectiveness?

Chapter 1: Missions and Goals

- 1.1 Mission, Vision, and Goals
- 1.2 Purpose
- 1.3 The Strategic Plan and Process
- 1.4 Connecting Mission and Goals
- 1.5 Missions and Goals: Alignments with Department, College, and Division Statements
- 1.6 Recommendations

Chapter 2: Ethics and Integrity

- 2.1 Academic Freedom and Protection of Intellectual Property
- 2.2 Compliance with Title IX, Nondiscrimination Statutes, and Clery Act
- 2.3 Conflict of Interest
- 2.4 Respect
- 2.5 Addressing Grievances and Complaints
- 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
- 2.7 Academic Honesty
- 2.8 Accessibility and Review of Policies
- 2.9 Dissemination of Information and Compliance
- 2.10 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience

- 3.1 General Education
- 3.2 Academic Programs

- 3.3 Transfer Students and Adult Learners
- 3.4 Diversity
- 3.5 Student Support
- 3.6 Curricula and Program Oversight
- 3.7 Faculty
- 3.8 Recommendations

Chapter 4: Support of the Student Experience

- 4.1 Marketing and Admissions Recruitment Processes
- 4.2 Student Success Processes
- 4.3 Athletic Programs
- 4.4 University Life and Student Services
- 4.5 Student Complaints and Grievance Processes and Procedures
- 4.6 Security of Student Records and Release of Student Information
- 4.7 Assessment of the Student Experience
- 4.8 Recommendations

Chapter 5: Educational Effectiveness Assessment

- 5.1 Articulating Student Learning Outcomes
- 5.2 Monitoring of Expectations of Student Learning and Curriculum Mapping
- 5.3 Data Collection, Analysis, and Improvement
- 5.4 Post University Career and Educational Success
- 5.5 Recommendations

Chapter 6: Planning, Resources, and Institutional Improvement

- 6.1 Budget Planning and Allocation Processes
- 6.2 Fiscal and Human Resources
- 6.3 Facilities and Technology
- 6.4 Audit
- 6.5 Assessment of Planning, Resources, and Institutional Improvement
- 6.6 Recommendations

Chapter 7: Governance, Leadership, and Administration

- 7.1 Governance
- 7.2 Board of Governors and Council of Trustees
- 7.3 University Administration
- 7.4 Tripartite Governance Structure
- 7.5 Student Involvement in Governance
- 7.6 Communication
- 7.7 Assessment of Governance, Leadership, and Administration
- 7.8 Recommendations

Summer Timeline

Thursday, May 25	Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
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Thursday, August 17	Review draft of Conclusions; Table of Contents
Thursday, August 31	Final Draft of Self-Study

Next Meeting: **Thursday, July 20, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:

Thursday, October 26, 2017 (Dr. John Ettling Preliminary Campus Visit)

Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

Questions to be answered related to Self-Study:

1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:

- Does chapter address criteria outlined in the Standard?
- Does chapter go beyond addressing criteria outlined in the Standard?
- Does chapter present University in a positive, yet honest, manner?
- Does chapter utilize sufficient data to document statements and recommendation(s)?

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, July 20, 2017
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Fall Meeting Schedule (see p. 3)

Committee

Self-Study

- Introduction C. Wells/Committee
- Chapter 1 G. Clary/Committee
- Chapter 2 G. Clary/J. Pena/Committee
- Chapter 3 G. Clary/Committee
- Chapter 4
- Chapter 5
- Chapter 6 J. Silberman/Committee
- Chapter 7

Chapter 1: Missions and Goals

- 1.1 Mission, Vision, and Purpose
- 1.2 Strategic Goals
- 1.3 Objectives and Initiatives of the Strategic Plan
- 1.4 Assessment of Mission and Goals
- 1.5 Recommendations

Chapter 2: Ethics and Integrity

- 2.1 Academic Freedom and Protection of Intellectual Property
- 2.2 Compliance with Title IX, Nondiscrimination Statutes, and Clery Act
- 2.3 Conflict of Interest
- 2.4 Respect
- 2.5 Addressing Grievances and Complaints
- 2.6 Fairness in Hiring, Evaluation, Promotion, and Separation
- 2.7 Academic Honesty
- 2.8 Accessibility and Review of Policies
- 2.9 Dissemination of Information and Compliance
- 2.10 Assessment of Ethics and Integrity
- 2.11 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience

- 3.1 General Education
- 3.2 Academic Programs
- 3.3 Transfer Students and Adult Learners

- 3.4 Diversity
- 3.5 Student Support
- 3.6 Curricula and Program Oversight
- 3.7 Faculty
- 3.8 Assessment of the Design and Delivery of the Student Learning Experience
- 3.9 Recommendations

Chapter 4: Support of the Student Experience

- 4.1 Marketing and Admissions Recruitment Processes
- 4.2 Student Success Processes
- 4.3 Athletic Programs
- 4.4 University Life and Student Services
- 4.5 Student Complaints and Grievance Processes and Procedures
- 4.6 Security of Student Records and Release of Student Information
- 4.7 Assessment of the Student Experience
- 4.8 Recommendations

Chapter 5: Educational Effectiveness Assessment

- 5.1 Articulating Student Learning Outcomes
- 5.2 Monitoring of Expectations of Student Learning and Curriculum Mapping
- 5.3 Data Collection, Analysis, and Improvement
- 5.4 Post University Career and Educational Success
- 5.5 Assessment of Educational Effectiveness
- 5.6 Recommendations

Chapter 6: Planning, Resources, and Institutional Improvement

- 6.1 Budget Planning and Allocation Processes
- 6.2 Fiscal and Human Resources
- 6.3 Facilities and Technology
- 6.4 Audit
- 6.5 Assessment of Planning, Resources, and Institutional Improvement
- 6.6 Recommendations

Chapter 7: Governance, Leadership, and Administration

- 7.1 Governance
- 7.2 Board of Governors and Council of Trustees
- 7.3 University Administration
- 7.4 Tripartite Governance Structure
- 7.5 Student Involvement in Governance
- 7.6 Communication
- 7.7 Assessment of Governance, Leadership, and Administration
- 7.8 Recommendations

Summer Timeline

Thursday, May 25	Chapter 1 (rewritten); Chapters 2 and 3 (feedback)
Thursday, June 8	Chapters 1, 2, & 3 (rewritten); Chapters 4 & 5 (feedback)
Thursday, June 22	Chapters 1, 2, 3, 4, & 5 (rewritten), Chapters 6 & 7 (feedback)
Thursday, July 6	Chapters 1, 2, 3, 4, 5, 6, & 7 (rewritten) C. DeMarco (cover page; chapter headings)
Thursday, July 20	Introduction (draft); Executive Summary (draft)
Thursday, August 3	Review drafts of Introduction and Executive Summary Conclusions (draft)
Thursday, August 17	Review draft of Conclusions; Table of Contents

Fall 2017 Meeting Schedule

Thursday, August 31	
Thursday, September 14	
Thursday, September 28	
Thursday, October 12	
Thursday, October 26 (no meeting – Dr. Ettlting campus visit)	
Thursday, November 9	
Thursday, November 23 (no meeting – Thanksgiving holiday)	
Thursday, November 30	
Thursday, December 7 (no meeting – Council of Trustees meeting)	
Thursday, December 14	
Thursday, December 28 (no meeting – University closed)	

Next Meeting: **Thursday, August 3, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:

Monday, September 25, 2017 – Appreciation Dinner
 Thursday, October 26, 2017 – Dr. John Ettlting Preliminary Campus Visit
 Sunday, March 4, 2018 – Wednesday, March 7, 2018 (External Team Visit)

Questions to be answered related to Self-Study:

1. How are the institution's stated student learning outcomes appropriate to their mission, programs, degree, and students?
2. What evidence has the institution provided that students achieve their stated learning outcomes and goals?
3. In what ways does the institution analyze and use evidence of student learning?
4. How does the institution evaluate and improve the effectiveness of their efforts to assess and improve student learning?
5. In what ways does the institution inform the public and other stakeholders about what students are learning and how well do they do this?

Questions to be answered related to Chapters 1-7:

- Does chapter address criteria outlined in the Standard?

- Does chapter go beyond addressing criteria outlined in the Standard?
- Does chapter present University in a positive, yet honest, manner?
- Does chapter utilize sufficient data to document statements and recommendation(s)?

Implementation Team for Institutional Effectiveness
July 27, 2017

Non-Academic Program Reviews

The following departments/units have completed self-studies and external reviews:

- Career Development Center (J. Silberman completed evaluation sheet)
- Center for Academic Success and Achievement (W. Hilton completed evaluation sheet)
- Housing, Residence Life, and Dining (G. Clary to complete evaluation sheet)
- KU Presents (G. Clary to complete evaluation sheet)
- Marketing (J. Pena, C. Wells, and B. Meares completed evaluation sheet)
- University Relations (G. Clary and B. Meares completed evaluation sheet)

The following departments/units will be conducting a self-study in 2017-2018:

- Athletics
- Counseling and Psychological Services
- Graduate Admissions
- Procurement Services
- Public Safety
- Student Involvement
- Student Union Operations
- Veterans Services

The following departments/units have completed a self-study and are preparing for external reviews in 2017-2018:

- Academic Enrichment
- Community Outreach Center
- Connections
- Disability Services
- Distance Education
- Facilities
- Grants and Sponsored Projects
- Human Resources (J. Pena completed evaluation sheet)
- Information Technology (consultant) (N. Snow completed evaluation sheet)
- Institutional Research (C. Wells assigned evaluation sheet)
- International Admissions (M. Santos completed evaluation sheet)
- Multicultural Services
- Office of Assessment
- Office of Student Accounts (C. Wells assigned evaluation sheet)
- Recreational Services (M. Santos completed evaluation sheet)
- Student Conduct (B. Meares assigned evaluation sheet)
- Undergraduate Admissions (B. Meares assigned evaluation sheet)