

AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, August 31, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Fall Meeting Schedule Committee

Self-Study Committee

General Questions:

Use of “we” and “our” vs. KU, Kutztown, and Kutztown University.

Differing length of introductions to Chapters 1-7.

More detailed explanation with each Recommendation

Appreciation Dinner – PowerPoint Committee

Introduction

- Overview of the Institution
- Leadership Structure
- Selected Achievements
- Scope and Design of the Self-Study

Chapter 1: Mission and Goals

- 1.1 Mission, Vision, and Purpose
- 1.2 Strategic Goals
 - Goal 1: Academic Excellence
 - Goal 2: Community Engagement and Goal 4: Stewardship of the University’s Infrastructure
 - Goal 3: Caring Campus Community
- 1.3 Objectives and Initiatives of the Strategic Plan
 - Goal 1: Objectives and Actions – Academic Excellence
 - Goal 2: Objectives and Actions – Community Engagement
 - Goal 3: Objectives and Actions – Caring Campus Community
 - Goal 4: Objectives and Actions – Stewardship of the University’s Infrastructure
- 1.4 Assessment of Mission and Goals
- 1.5 Recommendations

Chapter 2: Ethics and Integrity

- 2.1 Infrastructure that Promotes Ethics and Integrity
 - Academic Freedoms
 - Conflict of Interest
- 2.2 Infrastructure to Address Possible Violations of Ethics and Integrity

Processes for Students

Processes for Employees

Processes for the General Public

- 2.3 Assessment of Ethics and Integrity
- 2.4 Respect
- 2.5 Compliance with Laws and Regulations
Prevention of Discrimination and Support of Campus Safety
Public Dissemination of Information
- 2.6 Hiring, Classification, Evaluation, and Termination
Fairness in Evaluations
- 2.7 Campus Safety
- 2.8 Communications
- 2.9 Recommendations

Chapter 3: Design and Delivery of the Student Learning Experience

- 3.1 University Processes that Encourage Best Practices
- 3.2 A Qualified and Sufficient Faculty
Promoting Faculty Excellence
- 3.3 General Education
- 3.4 Academic Programs
College of Business
College of Education
College of Liberal Arts and Sciences
College of Visual and Performing Arts
- 3.5 Recommendations

Chapter 4: Support of the Student Experience

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
Program Review and Effectiveness
Program Assessment Data and Analysis
Dissemination of Assessment Results
- 5.4 Post University Career and Educational Success
Outcomes Survey
Alumni Survey
- 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

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, September 14, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

Reminders:

Monday, September 25, 2017 – Appreciation Dinner

Monday, October 9, 2017 – send draft Self-Study to Dr. John Ettlting

Thursday, October 26, 2017 – Dr. John Ettlting Preliminary Campus Visit

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AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Tuesday, September 19, 2017

12:00 p.m. – 1:30 p.m.

Stratton Administration Building Room 317

Appreciation Dinner – PowerPoint Slides	Committee
Dr. Ettlign Preliminary Campus Visit	Committee
Chapter 6	J. Silberman
Chapter 7	G. Clary

Introduction

- Overview of the Institution
- Leadership Structure
- Selected Achievements
- Scope and Design of the Self-Study

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- 1.5 Recommendations

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Chapter 4: Support of the Student Experience

- 4.1 A Snapshot of our Success
- 4.2 Admissions Policies and Processes
- 4.3 Academic Supports for Student Success
- 4.4 Financial Supports for Student Success
- 4.5 Rounding out the Student Experience
- 4.6 Reflection on Support of the Student Experience
- 4.7 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
Program Review and Effectiveness
Program Assessment Data and Analysis
Dissemination of Assessment Results
- 5.4 Post University Career and Educational Success
Outcomes Survey
Alumni Survey
- 5.5 Assessment of Educational Effectiveness

- 5.6 Recommendations

Chapter 6: Planning, Resources, and Institutional Improvement

- 6.1 Institutional Planning Processes
- 6.2 Fiscal Overview and Resource Allocation Processes
 - E & G Base Budget Revenue Projections
 - E & G Base Budget Expenditure Projections
 - Strategic Initiative Request Process
 - Other Operating Budget Processes
 - Capital Budget Process
- 6.3 Sufficiency of Resources
 - Financial Resources
 - Human Resources
 - Facilities and Technology
- 6.4 Audit
- 6.5 Assessment of Planning, Resources, and Institutional Improvement
 - Institutional Assessment
 - Unit Assessment
- 6.6 Recommendations

Chapter 7: Governance, Leadership, and Administration

- 7.1 Act 188 – The Legislative Foundation of the University
- 7.2 Shared Governance
- 7.3 Council of Trustees
- 7.4 The President and University Administration
- 7.5 Student Involvement in Governance
- 7.6 Communication
- 7.7 Assessment of Governance, Leadership, and Administration
- 7.8 Recommendations

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AGENDA

MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, September 28, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Appreciation Dinner – Debriefing	Committee
New Middle States Liaison Dr. Idna Corbett	Committee
Middle States Update – SPRC Meeting (Friday, September 29, 2017)	Committee
Friday, October 6 (10:00 a.m. – 1:30 p.m.) Monday, October 9 (8:00 a.m. – 2:00 p.m.)	Self-Study Draft Meetings (chapter assignments)
Self-Study Draft #10	Committee

Introduction

- Overview of the Institution
- Leadership Structure
- Demographic Growth and Change
- Selected Achievements
 - Goal 1: Academic Excellence
 - Goal 2: Community Engagement
 - Goal 3: Caring Campus Community
 - Goal 4: Stewardship of the University's Infrastructure
- Scope and Design of the Self-Study

Chapter 1: Mission and Goals

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- 1.4 Assessment of Mission and Goals

- 1.5 Recommendations

Chapter 2: Ethics and Integrity

- 2.1 Infrastructure that Promotes Ethics and Integrity
Academic Freedoms
Conflict of Interest
- 2.2 Infrastructure to Address Possible Violations of Ethics and Integrity
Processes for Students
Processes for Employees
Processes for the General Public
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- 3.1 University Processes that Encourage Best Practices
- 3.2 A Qualified and Sufficient Faculty
Promoting Faculty Excellence
Professional Development
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College of Business
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Chapter 4: Support of the Student Experience

- 4.1 A Snapshot of our Success
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- 7.1 Act 188 – The Legislative Foundation of the University
- 7.2 Council of Trustees
- 7.3 The President and University Administration
- 7.4 Governance
Academic Policies
Administrative Policies
Council of Trustees Policies
University Curriculum Committee
- 7.5 Student Involvement in Governance
- 7.6 Reflections on Standard VII
- 7.7 Recommendation

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MIDDLE STATES STEERING COMMITTEE MEETING

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

Open Forum – Debriefing and Going Forward	Committee
MSCHE Town Hall Meeting – October 16, 2017	C. Wells
Team Chair’s Preliminary Visit – Debriefing	Committee
Self-Study	Committee
Middle States Team Visit Committee	
Evaluation Team Roster	
Timeline	
Document	

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MIDDLE STATES STEERING COMMITTEE MEETING

Thursday, November 30, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

Reminder: Thursday, December 14 is a lunch meeting

Verification of Compliance Report

C. Wells

Self-Study

Committee

Campus feedback

Review draft document

J. Stanley – insert links (date?)

Proofread document – January 11

N. Snow – January 15

Documents for USB Flash Drives

Committee

- ✓ Self-Study (N. Snow/C. Wells)
- ✓ Verification of Compliance Report (C. Wells)
- ✓ Strategic Plan (J. Silberman)
- ✓ 2016-2017 Institutional Profile (N. Snow)
- ✓ Archived Catalogs (B. Meares)
- ✓ 2017-2018 Undergraduate Catalog (B. Meares/C. Wells)
- ✓ 2017-2018 Graduate Catalog (C. Wells)
- ✓ Organizational Chart (B. Meares)
- ✓ 2017 Faculty Handbook (C. Wells)
- ✓ Student Handbook, *The Key* (B. Meares)
- ✓ IPEDS Financial Information (3 years) (N. Snow)
- ✓ Enrollment Data (3 years) (N. Snow)
- ✓ Financial Plan (J. Silberman)
- ✓ Audited Financial Statements (2 years) (J. Silberman)
- ✓ Projected Enrollment (N. Snow/J. Silberman)

Team Visit Committee:

B. Meares (transportation)

L. Rivera (technology)

M. Simons (evidence repository)

K. Steward (finances/transportation)

J. Tanzos (catering/on-campus room reservations)

C. Wells (evaluation team chair/team; President's office; Bear Creek)

Fall 2017 Meeting Schedule

Thursday, December 7 (no meeting – Council of Trustees)

Thursday, December 14 (lunch meeting)

Thursday, December 28 (no meeting – University closed)

Spring 2018 Meeting Schedule

Thursday, January 4 (if needed)

Thursday, January 11 (if needed)

Thursday, January 18 (if needed)

Next Meeting: **Thursday, December 14, 2017**; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building Room 317

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Thursday, December 14, 2017

1:30 p.m. – 3:00 p.m.

Stratton Administration Building Room 317

MSCHE 2017 Annual Conference (12/6/17 – 12/8/17)

Accommodations for External Team

C. Wells

Self-Study

Committee

J. Stanley – insert links (date?)

Proofreading – January 11

N. Snow – January 15

Flash Drives – January 16

Middle States/Evaluation Team – January 17

Documents for USB Flash Drives

Committee

- ✓ Self-Study (N. Snow/C. Wells)
- ✓ Evidence Inventory (M. Simons/A. Mull)
- ✓ Verification of Compliance Report (C. Wells)
- ✓ Strategic Plan (J. Silberman)
- ✓ 2016-2017 Institutional Profile (N. Snow)
- ✓ Archived Catalogs (B. Meares)
- ✓ 2017-2018 Undergraduate Catalog (B. Meares/C. Wells)
- ✓ 2017-2018 Graduate Catalog (C. Wells)
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- ✓ Student Handbook, *The Key* (B. Meares)
- ✓ IPEDS Financial Information (3 years) (N. Snow)
- ✓ Enrollment Data (3 years) (N. Snow)
- ✓ Financial Plan - Auxiliary (J. Silberman)
- ✓ Financial Plan – Restricted (J. Silberman)
- ✓ Financial Plan – E & G (J. Silberman)
- ✓ Financial Plan – Total (J. Silberman)
- ✓ Audited Financial Statements (2016 and 2017) (J. Silberman)
- ✓ Projected Enrollment (N. Snow/J. Silberman)
- ✓ Note: no management letters

Team Visit Committee:

B. Meares (transportation)

L. Rivera (technology)

M. Simons (evidence repository)

K. Steward (finances/transportation)

J. Tanzos (catering/on-campus room reservations)

C. Wells (evaluation team chair/team; President's office; Bear Creek)

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**AGENDA – JOINT MEETING
MIDDLE STATES STEERING COMMITTEE AND
TEAM VISIT COMMITTEE**

Thursday, January 25, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

Self-Study and Supporting Documents (on USB flash drive)

Evaluation Team Members (see handout)

Bear Creek Room Reservations (see handout)

Invoice for Self-Study Evaluation Visit (see handout)

Banner for Visit: *Welcome Middle States Evaluation Team*

Pin: *Please welcome the Middle States Reaccreditation Team to campus on March 4-7 and proudly wear this new KU pin*

Message from President Hawkinson

Re: Middle States Institutional Reaccreditation

Dear Students, Faculty, and Staff

I am happy to report that our Self-Study document has been sent to Middle States and the reaccreditation team, and we are ready to welcome them to campus on Sunday, March 4 through Wednesday, March 7.

This is a campus-wide activity, as continuation as a Middle States accredited institution is contingent upon the visiting team's review and recommendations.

All administrative offices will remain open, functional, and fully staffed during the site visit. No other meetings will be scheduled during this time.

The meetings scheduled during the visit will be posted late in February; this will include an exit report session on Wednesday, March 7 in Alumni Auditorium at which the chair of the visiting team presents an oral version of the written evaluation report. This session is open to all members of the campus.

Thank you for your support during this important visit.

Campus Meetings

Daily Brief – Middle States Decennial Reaccreditation – Update

The Middle States Decennial Self-Study Report was mailed to Middle States and the nine members of the evaluation team on January 19. The

Self-Study is located on the Middle States website at: <https://www.kutztown.edu/about-ku/administration/accreditations/middle-states-accreditation.htm>. In preparation for the campus visit scheduled for March 4 – March 7, 2018, students, faculty, and staff are invited to the following information sessions (11:00 a.m. – 12:00 p.m.). Members of the Steering Committee will answer questions about the self-study process, self-study report, evidence repository, evaluation team, site visit, accreditation, and Middle States.

<i>Day/Date</i>	<i>Location</i>	<i>Day/Date</i>	<i>Location</i>
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Sunday, March 4 Dinner List (see handout); review with President (2/2/18)

First Draft – Evaluation Team Visit (see handout)

Schedule:

- Deliver Self-Study/USB to President, Hilton, Ogeka: 1/25/18
- Deliver Self-Study/USB to Co-Chairs: week of 1/29
- Upload Self-Study to webpage: week of 1/29
- Mail Self-Study/USB to COT: week of 2/5
- Place catering orders: week of 2/5
- Send invitations to Sunday dinner: week of 2/5
- Purchase Starbucks gift cards: week of 2/5
- Order baskets from Mr. Food: week of 2/19

Steering Committee:

- K. Hawkinson
- C. Wells
- J. Silberman
- G. Clary
- P. Ache
- B. Meares
- J. Pena
- K. Prock
- M. Santos
- N. Snow
- J. Stanley
- B. Yeboah
- A. Zayaitz

Team Visit Committee:

- B. Meares (transportation)
- L. Rivera (technology)
- M. Simons (evidence repository)
- K. Steward (finances/transportation)
- J. Tanzos (catering/on-campus room reservations)
- C. Wells (evaluation team chair/team; President's office; Bear Creek)

Implementation Team for Institutional Effectiveness

AGENDA

Friday, January 26, 2018

- Review “Non-Academic Program Review Guidelines”
- Review “Non-Academic Program Reviews (January, 2018)”
- Review New Student Orientation: Self-Study and External Review
- Review Student Conduct Program: Self-Study and External Review
- Recommend to Cabinet that the following summaries be forwarded to the State System Office of the Chancellor:
 1. Career Development Center (N. Snow to review; J. Silberman completed)
 2. Center for Academic Success and Achievement (B. Meares to review; W. Hilton completed)
 3. Housing, Residence Life, and Dining (G. Clary to complete evaluation, J. Pena to review)
 4. KU Presents (G. Clary to complete evaluation; J. Silberman to review)
 5. Marketing
 6. University Relations

Implementation Team for Institutional Effectiveness Meeting

Thursday, May 17, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Middle States Evaluation Team Report (draft Recommendations and Requirements)	Team
State System Policy 1986-04-A Program Review (draft)	Team
State System Procedure/Standard Number 2018-_____ Review of Academic Programs and Programs in Support of the Student Experience (draft)	Team
Non-Academic Program Reviews (May 2018)	Team
Reviews to be forwarded to Cabinet:	
<ul style="list-style-type: none">• Academic Enrichment Department (needs 2 evaluators)• Career Development Center (completed – Silberman/Snow)• CASA (completed – Hilton/Meares)• Grants and Sponsored Projects (Hilton to complete; Wells completed)• Housing, Residence Life, and Dining (Clary to complete, Pena to complete)• Information Technology (Snow completed; needs 1 evaluator)• KU Presents (Clary to complete; Silberman to complete)• Marketing (completed – Meares/Pena/Wells)• New Student Orientation (completed – Snow/Wells)• Student Conduct (completed – Snow/Wells)• University Relations (completed – Clary/Meares)	
Non-Academic Program Review Guidelines	Team
Current Team Responsibilities and Membership (see description in 2013 Periodic Review Report)	Team

As May Arise

Implementation Team for Institutional Effectiveness Meeting

Thursday, June 7, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Annual Assessment Template – Draft Team

- June 18: template/guidelines sent to vice presidents for distribution
- July 20: completed template returned to vice presidents
- August 14: vice presidents submit division assessment report

Institutional Effectiveness Assessment Plan Team

- October 14: distributed to campus

Non-Academic Program Reviews (June 2018) Team

Reviews to be forwarded to Cabinet:

- Academic Enrichment Department (completed – Snow/Wells)
- Career Development Center (completed – Silberman/Snow)
- CASA (completed – Hilton/Meares)
- Grants and Sponsored Projects (Hilton to complete; Wells completed)
- Housing, Residence Life, and Dining (Clary to complete, Pena to complete)
- Information Technology (Snow completed; Hilton to complete)
- International Admissions and Services (needs 2 evaluators)
- KU Presents (Clary to complete; Silberman to complete)
- Marketing (completed – Meares/Pena/Wells)
- New Student Orientation (completed – Snow/Wells)
- Student Conduct (completed – Snow/Wells)
- University Relations (completed – Clary/Meares)

Non-Academic Program Review Guidelines (edits) Team

Annual Institutional Update (opens August 27; closes September 28) N. Snow

As May Arise

Next Meeting: Thursday, July 12, 2018; 1:30 p.m. – 3:00 p.m.; Stratton Administration Building, Room 317

Implementation Team for Institutional Effectiveness Meeting

Thursday, July 12, 2018
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

- MSCHE Statement of Accreditation Status C. Wells
- History of KU MSCHE Accreditation
 - Standard V Educational Effectiveness Assessment
 - Dr. K. Hawkinson 4/19/18 response letter to evaluation team report
 - Draft agenda – Dr. I. Corbett 9/12/18 campus visit
 - Draft letter – Dr. K. Hawkinson letter explaining progress to date
- Annual Institutional Update (opens August 27; closes September 28) N. Snow
- KU Institutional Effectiveness Assessment Plan G. Clary
- Non-Academic Program Reviews (July 2018) Team
- Reviews to be forwarded to Cabinet:
- Academic Enrichment Department (completed – Snow/Wells)
 - Career Development Center (completed – Silberman/Snow)
 - CASA (completed – Hilton/Meares)
 - Facilities (Pena completed; Santos to complete)
 - Grants and Sponsored Projects (completed – Hilton/Wells)
 - Housing, Residence Life, and Dining (completed – Clary/Pena)
 - Information Technology (completed – Hilton/Snow)
 - International Admissions and Services (Santos to complete; Silberman to complete)
 - KU Presents (completed – Clary/Silberman)
 - Marketing (completed – Meares/Pena/Wells)
 - New Student Orientation (completed – Snow/Wells)
 - Student Conduct (completed – Snow/Wells)
 - University Relations (completed – Clary/Meares)
- Non-Academic Program Review Guidelines (edits) C. Wells

As May Arise

Next Meeting