

## NEASC Steering Committee

Minutes of Meeting 5/16/2011

Miller Oval Room

Attending: Paul Weizer, Shirley Wagner, William Flynn, Anne Howard, Christine Dee, Charles Sides, Diane Lucas, Jane Fiske, Linda McKay, Matthew Costello, Meledath Govindan, Patrice Gray, Sheila Sykes, Terrance Carroll, Judith Budz

Not attending: Catherine Canney, Eric Gregoire, John Chetro-Szivos, Michael Fiorentino, Michael Shanley, Sherry Horeanopoulos, Robert Pomtbriand

The meeting was called to order at 3:35 PM.

Bill Flynn asked to be replaced as chair of the sub-committee that will review the draft report from standard committee 1, 2, & 3. Shirley will ask John Chetro-Szivos to take on that role.

First drafts are close to being ready to be shared with the Steering Committee from those standing committees that have not submitted as yet. Second drafts from the other committees are nearly ready as well.

Paul and Shirley will meet with the standard committee co-chairs to discuss the presentation format for Development Day.

The Steering Committee will next meet at 2:00 PM (location TBD) on Development Day, Monday May 23 to review new material from the standard committees. Additional meetings will be determined at that time.

In lieu of having a representative from NEASC at Development Day, Sheila agreed to share with the attendees her experience from the perspective of a visiting team member. A NEASC representative will be invited to address the community in the fall.

Paul discussed the different approaches that Salem and Keene took in presenting the introduction and overview sections of their self-studies. A sub-committee (Jane, Mel, Mike S.) was established to draft an overview section and Paul and Shirley agreed to draft an introduction. The draft material should be completed by the first meeting of the Steering Committee following Development Day.

In order to work more efficiently in the review of the draft report from standard committee 4 & 5 the sub-committee was asked to prepare written comments prior the meeting.

The meeting was adjourned at 4:10 PM.