

NEASC - Third Meeting of Steering Committee

February 14, 2011

Mazzaferro Center

Minutes of the Meeting:

Attendees: Bill Flynn, Charles Sides, Sherry Horeanopoulos, Cathy Canney, Diane Lucas, Eric Gregoire, Matt Costello, Paul Weizer, Shirley Wagner, Mel Govindan, Terry Carroll, Peter Hogan, Michael Shanley, Sheila Sykes, Linda McKay, Christine Dee, Ann Howard,

Excused: Michael Fiorentino, Patrice Gray, Jane Fiske, Rob Pontbriand

The meeting was called to order at 3:30pm

Paul W. reviewed the Blackboard site changes:

3 new items – comparative data from the BHE

Updates to the datafirst forms

New tab for subcommittee reports

Agenda item 1 – Updates from the five subcommittees on their progress to date.

- Standards 1, 2, 3 subcommittee submitted timelines Descriptions have been added but must be approved before being shared
- Standards 4, 5 submitted meeting overviews/minutes – things to be done
- Standard 6 (had some membership changes) looking for data
- Standard 7, 8, 9 Rough drafts of descriptions has been completed
- Standard 10,11 – divide into two groups and working on each standard in the subgroups

Not a lot in the subcommittee reports to review at this point – everyone is moving forward with their tasks. Paul is posting all subcommittee reports on Bb NEASC site as he receives them

Terry Carroll works on helping with the data requests – can be posted to more resources than just the requesting subcommittee. We will use the data in the final reports as evidence and electronic footnotes in the final report. 2009 NSSE data is on Terry's website. The 2004 NSSE data was provided to the Standards four and five group. A lot of data requests can be consolidated on the NEASC site for many to view – Shirley cited examples

Agenda item 2 - Discussion of additional outreach to faculty, students and other groups to increase the inclusiveness of the process. Since we lost our assessment day session, how do we proceed?

Shirley W. reported that we lost the Assessment Day to the winter weather. How do we go back and increase the participation that might have been accomplished during Assessment Day. All-college development day is May 23rd – ½ day (morning) for NEASC and ½ day dedicated to Assessment. There should be a lot of progress to report from the subcommittees at that time, so input is not potentially as valuable at that late date.

Students? Eric G. suggested that it is complex to include every day students in the process. SGA involvement (weekly meetings)– NEASC can be mentioned in those opportunities. Eric reports back to the SGA subcommittees so members get reports/minutes of the activities of the NEASC groups. Matt C mentioned using the Student Senate venue as a possibility. They also can meet students in the dining hall or commuter café, can incorporate events with dinners)? Encourage Standard 6 subcommittee to incorporate students into their study.

Cathy C. suggested surveys? Include some discussions in the classrooms where appropriate.

Alumni? Bill is thinking through ways to involve Alumni. Sheila suggested connecting with Mike Kushmerek for input on getting the word out to the Alumni. Facebook site is available to contact the alumni group for Nursing. There is also the Alumni@falcon.fitchburgstate.edu email listserv. Peter H proposed a “suggestion box” kind of form to contribute information. Website for NEASC includes a mailbox for information/suggestion. Mel G suggested a brief description/explanation of the NEASC review – be specific about what information is being requested.

Website reminder - <http://www.fitchburgstate.edu/neasc2010>

An electronic form could be included on the site along with the NEASC mailbox. (Mike S)

Email address is NEASC2010@fitchburgstate.edu

Ask the subcommittees what kind of feedback they need from Students or Alumni , in order to zero in on the kinds of questions to ask in a survey. Questions need to be very specific. Peter H asked if there might not be opinions that certain groups might have, about which the committee has not thought. Some open-ended questions may be valuable.

Many job candidates now ask, "What does it mean now that you are a University?"

Shirley suggested that one very important piece of information to get out is the mission of the college. How many constituents could actually articulate the mission?

Paul will send out the request for survey questions from the subcommittees immediately. There will be a survey subcommittee of Sherry H, Terry C, Peter H, Matt C to develop the survey as quickly as possible.

Agenda item 3 - *Reviewing the timeline, website, and datafirst forms. Also, discuss the responsibility for the introduction to the self study. See Paul W. review, upon convening the meeting, above.*

Agenda item 4 - *Discussion of organization going forward. As work product starts to come in from the subcommittees, should we organize people into subcommittees with specialization in the different standards so that they can read draft materials and determine whether they have adequately addressed the standard or not? Or would we better off working as a committee of the whole?*

The inclination of the group is to form Steering Committee subcommittees to make an initial review of the NEASC subcommittee reports, bring their concerns back to the full steering committee for an opinion about whether to return the concerns to the authoring subcommittee.

A super-subcommittee to review the full suite of reports may be formed....and that also would be brought back to the steering committee for a full opinion.

Subcommittees (Subcom Leaders):

Mission and Purposes - Peter H, Bill F, Eric G (Bill)

Academic Programs – Mike Fiorentino, Jane F, Patrice G, Rob P (Patrice)

Students – Matt C, Mel G, (Mel)

Library, Information Services – Sheila S, Sherry H, Diane L, Ann H (Sheila)

Public Disclosure and Integrity – Mike S, Terry C, Linda (Mike)

Super-Subcommittee - Cathy, Christine Charles Shirley W, Paul W (Paul/Shirley)

Next Meeting: Monday, March 7th. Please note this was changed since the next meeting on the second Monday would have been during the university vacation week.

Respectfully submitted,
Sherry Horeanopoulos