

NEASC - First Meeting of Steering Committee
November 18, 2010
Miller Oval
Minutes of the Meeting:

Attendees: Bill Flynn, Charles Sides, Sherry Horeanopoulos, Cathy Canney, Diane Lucas, Patrice Gray, Eric Gregoire, Matt Costello, Paul Weizer, Shirley Wagner, Mel Govindan, Terry Carroll, Michael Shanley, Sheila Sykes, Jane Fiske

Excused: Christine Dee, Peter Hogan, Linda McKay, Ann Howard, Michael Fiorentino

Packets were handed out to the committee members, including an agenda, roles and responsibilities list, and timeline. Included are the documents; Standards of Accreditation and Self-Study Guide 2010

The meeting was called to order at 3:30pm

Paul Weiser was nominated and elected Faculty Co-Chair of the NEASC Steering Committee

Shirley Wagner and Paul Weizer explained what has happened to date and some of the tasks under way:

- NEASC Website -- <http://www.fitchburgstate.edu/neasc2010>
- NEASC email - neasc2010@fitchburgstate.edu
- NEASC Steering Committee BlackBoard site - Sign on is usual username/password combination - AD
 - Online tutorial link - with Bb info
 - Links to other sites Self-Study (Keene State)
 - 2002 Self-Study and 5-year report, as well as responses will be on website
- Subcommittees also have Bb sites - 6 total
- A Bb site will be final electronic site
- Overall writer/editor of the self study will be Judy Budz
 - Will develop guidelines for writing - process

We were given an overview of the roles and responsibilities -

- Roles of the NEASC Steering committee - Major Role is process and to ensure the broad-based participation of all constituents
- Standards overlap
- Attend some subcommittee meetings if interested or if they are doing open forums
- Subcommittees will begin convening on November 30
- 3 assessment days - focus groups during January assessment day
- Review process once draft is done
- Inform people about who we are and what we do - mission statement
- Look for inclusion of all concerns and issues - give people a voice
- Create venues for people to have their say - make everyone comfortable in expressing their views
 - Departmental/Union/Large and small constituency
- Data Collection
- Writing of the self study introduction/overview
- Have a sense of the overall standards - especially places where there is overlap
- Public event for community feedback to be set up by the President

Schedule of meetings - Monthly

Reviewed the timeline and flexibility of the timeline

Timeline will be provided to department chairs and ACC

Paul will provide Blackboard training to anyone who requests it. Mike Leamy is also available for training

“ DATA FIRST” Forms - data collection for each standard is being completed.
Not ALL-inclusive, but an initial organizational tool - is consistent across campuses
Data is being put into the forms
Forms will be posted on website and Bb site
S and E forms (program reviews and assessment) - in progress

The group discussed data collection details
There is much data to collect and process. Subcommittee co-chairs will request data from the co-chairs of Steering who will determine which office can provide the data.

Next Meeting will be on Monday December 13th at 3:30pm - 4:30pm. Future meetings will be on the second Monday of the month. For this meeting, everyone should have read and familiarized themselves with the Standards and Self Study documents

The meeting adjourned at 4:35pm

Respectfully submitted,
Sherry Horeanopoulos