



MSCHE Self Study Steering Committee Meeting Minutes
February 18, 2009

Present: F. Argote-Freyre, L. Best, J. Chen, P. Croft, C. Diakite, R. Evans, S. Gannon, V. Garcia, R. James, B. Lee, M. Rivera, S. Shen, B. Treanor, and K. Sanders.

The meeting was called to order at 9:30 a.m. by K. Sanders.

K. Sanders welcomed the group to the committee and thanked them for their attendance. Introductions were made around the table. B. Lee introduced herself as co-chair. L. Best, who will be serving as a consultant on this project, and K. Sanders reviewed the materials presented to the group: the Utica College Self-study report and a binder with contact committee contact information, timeline, 2 publications from MSCHE – *Standards of Excellence* and *Self Study: Creating a Useful Process and Report*, The 2006 Kean University Periodic Review Report (PRR) and a summary of weaknesses noted in the report, Self Study Design from Lehman College, Utica College Full Timeline, and Utica College Assessment Plan.

The new process of reaccreditation through Middle States, revised in 2006, was reviewed including a discussion of the timeline of activities through spring 2011 when the Middle States team conducts its site visit on the Kean Campus. Of particular note are the needs for transparency in the process and a data-driven objective assessment of Kean University based on the *Standards of Excellence* document. Transparency efforts will include a Self-study webpage accessible from the first page of the Kean website, Cougar's Byte articles, and a series of open forums. B. Treanor suggested using the Kean News as well. K. Sanders will contact the appropriate personnel in these areas and facilitate communications regarding the activities of the committee for publication.

After discussion of the Middle States process, it was noted by L. Best that the PRR and the strategic plan will play an essential role in the process. Additional documentation that K. Sanders will provide to the group at the March 2 meeting are the 2002-2007 Kean University Strategic Plan, the 2007-2012 Kean University Strategic Plan, and the MSCHE document, *Assessing Student Learning and Institutional Effectiveness: Understanding Middle States Expectations*. Assessment issues were discussed at length

The timeline for Spring 2009 was discussed in reverse chronological order from the May 20th date when the MSCHE liaison will visit campus. The draft of the research design for the self-study is due to MSCHE May 4, 2009. The remainder of the meetings in Spring 2008 will be held at 12:30 p.m. on Mondays: March 2, March 16, March 30, April 13, and April 27. The activities tentatively associated with those meetings are:

March 2	Discussion of clustering the Standards – bring suggestions/ideas Initial development of research questions – bring question ideas
March 16	Development of Working Group membership
March 30	Review front matter of the research design
April 13	Review and finalize research questions from Working Groups
April 27	Review final draft of research design

Committee members were asked to acquaint themselves with the distributed materials and develop ideas for clustering the Standards for Working Group assignment at the March 2 meeting. Please submit your ideas for research questions (by Standard) to K. Sanders by Friday, February 27 to kesander@kean.edu. Committee members will be assigned to Working Groups on March 16 and be responsible for contacting those individuals recommended by the committee for membership. Working Groups will need to meet between March 16th and April 13th in order to develop research questions. A call for documents will likely go out in early April.

L. Best suggested that document be drafted which outlines the co-chairs' responsibilities as well as a more detailed timeline of activities between now and May 20th.

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,

Kenneth B. Sanders, Ed.D.