

Middle States Steering Committee Minutes
Tuesday, February 18 2014
10:30-Noon – 201 Eberly

Present: *Italic = substitute*

Laura Delbrugge – Convener - ✓
Hilliary Creely- Convener - ✓
Lynnann Mocek – Note taker -
Terry Appolonia – ✓
Yaw Asamoah - ✓
Bill Balint - ✓
Parimal Bhagat -
Fredalene Bowers -
David Ferguson - ✓
Steve Hovan -
Terrance Hudson -
Michael Husenits -
Melvin Jenkins -

John Kilmarx - ✓
Kate Linder -
Jonathan Mack - ✓
Jack Makara - ✓
Theresa McDevitt - ✓
Pablo Mendoza -
Melissa Olean -
Michele Papakie - ✓
Barbara Moore -
Kelli Paquette -
David Piper -
David Pistole - ✓
Karen Pizarchik - Note taker -

Ben Rafoth - ✓
Edel Reilly -
Shari Robertson -
Eric Rubenstein -
Tim Runge - ✓
Ramesh Soni - ✓
Cynthia Spielman - ✓
Joan Van Dyke -
Cornelius Wooten -
Bill Zimmerman - ✓
Tim Moerland – Ex Officio -
Mike Driscoll – Ex Officio -

Action Items indicated in Bold

Call to order 10:40 am

- 1) Approval of minutes from 1-21-14 Runge/Asamoah
- 2) Data Library – Confluence (Ben Rafoth)
 - a) Handout provided regarding the “Citing Sources in Reports and Executive Summaries”
 - b) Provides a plan for subcommittee’s writing their reports
 - c) Documents needed for the most part should be in the Document Library in Confluence
 - i) Demonstration on how to access the library
 - ii) Searchable index
 - iii) If a subcommittee wants to add any document, send to Barbe Moore with description for the index.
 - (1) Each committee can access any document in the library
 - d) Discussion:
 - i) How to cite within subcommittee reports – so readers can access the correct document on the library – especially websites
 - (1) Concern regarding content changing on websites – important to indicate when the website was accessed.
 - (a) Most links are high level to allow for the dynamic nature of the CMS
 - (2) Use the style plan outlined in the design plan for writing and citing information
 - ii) Library design and finding information within the library
 - iii) What documents need to be added
 - (1) Important to know that all members of all subcommittees can access the documents if needed
 - (a) Barbe will regularly report new items added to the Data Library
 - 3) Klinman’s visit next week
 - a) If there is snow, she will cancel
 - i) If cancelled – a campus wide email will be sent
 - ii) We can continue to move forward if cancelled

- (1) Issues will be for the steering committee to discuss
- (2) Subcommittees should continue meeting
- b) Encourage attendance at the public forum
- c) All Steering Committee members should review the design plan before the 2/26/14 meeting
- d) Discussion of the format of the visit and the forum
 - i) This is not our agenda's but hers
- 4) Feedback from Subcommittees on Self-study design – NONE
- 5) General Middle States Survey
 - a) Likely this will be exempt from IRB approval
 - b) Discussion on how to use the research questions and design of survey questions
 - i) If deviating from research questions, must have steering committee approval
 - ii) If subcommittee wants to have a targeted survey – must be approved by steering committee
 - c) Subcommittees should start considering:
 - i) Questions
 - ii) Language
 - iii) To whom are the questions targeted
- 6) Future Steering Committee meetings will include Subcommittee reports

Meeting Adjourned- 11:59am

Next meeting - 2/26/14 - With Middle States Liaison – Dr. Debra Klinman