Middle States Steering Committee Minutes
Tuesday, March 5, 2014
10:30-Noon – 201 Eberly

Present: *Italic = substitute*

Laura Delbrugge – Convener -✓	John Kilmarx - ✓	Edel Reilly - ✓
Hilliary Creely- Convener - ✓	Kate Linder - ✓	Shari Robertson -
Lynnan Mocek – Note taker - ✓	Jonathan Mack - ✓	Eric Rubenstein -
Terry Appolonia –	Theresa McDevitt -	Tim Runge - ✓
Yaw Asamoah - ✓	Pablo Mendoza - ✓	Ramesh Soni - ✓
Bill Balint - ✓	Melissa Olean -	Cynthia Spielman - ✓
Parimal Bhagat -	Michele Papakie -	Joan Van Dyke -
Fredalene Bowers - ✓	Barbara Moore - ✓	Cornelius Wooten -
David Ferguson - ✓	Kelli Paquette -	Bill Zimmerman -
Steve Hovan -	David Piper -	Tim Moerland – Ex Officio -
Terrance Hudson - ✓	David Pistole - ✓	Mike Driscoll – Ex Officio -
Michael Husenits -	Karen Pizarchik - Note taker -	
Melvin Jenkins -	Ben Rafoth - ✓	

Action Items indicated in Bold

Call to order 10:30 am

1. Approval of minutes 2/18/14 and 2/26/14 - Mark Terry at 2/26 meeting - approved

2. Action items from Dr. Klinman's visit
    - Handouts - summary of Dr. Klinman's visit and a copy of Dr. Klinman's letter to the President
    - Thank everyone for participating in the process - She was very favorably impressed with our process
    - Debrief
    - Difference in exceptions of forum
    - Is a required part of the visit - we are so far ahead that the message was less meaningful for IUP
    - Meeting with Steering Committee very useful
    - Lunch with Trustees - impressed with accomplishments
    - Less looking back and more looking forward
    - Articulate in bullet point form our goals and intended outcomes
    - Comment - articulate more of the leadership role in the process
    - Impressed with buy-in with administrative and President - One of the most healthy relationships she has seen recently - trust relationship
    - Revision of self-study design due April 30th
    - Limit the number of goals - propose three
    - Research questions are scaffolding - they go away when report is generated - the goals are what is reviewed
    - Dr. Klinman - indicates 3-4 goals
    - Action items
    - Bulleted list of goals - will have a preamble to goals
    - Make clear the connections between strategic planning, visioning, and self study
    - More detail in timeline
    - Nuanced list of peer and aspirational institutions - no more than 20
    - Clarify the process of communication with leadership

- Minor revisions to self-study regarding dates of the self study
- Make clear regarding the use of the document roadmap
- Revisions as needed the research questions
- Assessment of outcomes is critical
- Meeting with President/Provost
- What do we think the goals are?
- 3 goals focused at the meeting - keeping audience in mind
    1. We have a mission and use 14 standards of excellence and how we are meeting our mission - Middle States audience
    2. How we are capitalizing on the three processes (strategic planning, visioning and self study) and overlap in order to best position the university for long-term and broad-based success.
    3. Know more about and document assessment processes at IUP - and identifying gaps for correction

3. Next steps - revision of self study design for review and approval before April 30th

4. Discussion of goals by Steering Committee - Must be measurable!
    - Goal 3 - like continuous improvement vs assessment - continuous improvement includes assessment
    - add "how they inform" some type of descriptor of what we do the assessment
    - Assessment implies a level of criticism and action vs continuous improvement - gets to the reflective piece
    - Make recommendations for continuous improvement at the end
    - Do we want to leave the goal broad and leave subcommittees to chart the course - or provide some specifics within the goals
5. GOAL - Discover and document our current assessment practices, how they inform university decision-making functions, identify gaps, and make recommendations for continuous improvement.

6. Goal 1 - Must show compliance - challenged by President how we are awesome

7. GOAL - Affirm that IUP is well-positioned to continue to fulfill its mission with respect to 14 Middle States Standards of Excellence.

8. Goal 2.
    - Collapse of two other goals went into discuss with President/Provost
    - Look inward and Look Outward - harness our synergy - layer the processes that are occurring.
    - Have some sort of measurement - completed Strategic plan is a measurement - how self study informed the plan development
    - Capitalizing on the overlapping efforts of university visioning, strategic planning, and self-study to align with and support the Institutional Strategic Planning to focus on issues of particular interest to the university such as enrollment, funding, and decision-making.
    - Discussion of potentially have two goals
    - Co-chairs to create two versions of goal two and get electronic feedback

9. Standing sub-committee reports - not done

Next meeting 4/2/14