

Middle States Steering Committee Minutes
Monday, September 4, 2013
10:30 a.m. – 201 Eberly

Present: *Italic = substitute*

Laura Delbrugge – Convener - ✓
Hilliary Creely- Convener - ✓
Lynnan Mocek – Note taker - ✓
Terry Appolonia - ✓
Yaw Asamoah - ✓
Bill Balint - ✓
Parimal Bhagat - ✓
Taylor Billman -
Fredalene Bowers -
Eric Rubenstein - ✓
David Ferguson - ✓
Terrance Hudson - ✓

Michael Husenits - ✓
Jonathan Mack - ✓
Joan Van Dyke -
John Kilmarx - ✓
Kathleen Linder - ✓
Theresa McDevitt -
Melvin Jenkins - ✓
Pablo Mendoza - ✓
Michele Papakie -
Barbara Moore - ✓
Kelli Paquette - ✓
David Piper -

David Pistole - ✓
Ben Rafoth - ✓
Edel Reilly -
Ramesh Soni - ✓
Cynthia Spielman - ✓
Tim Runge - ✓
Cornelius Wooten -
Bill Zimmerman - ✓
Tim Moerland – Ex Officio - ✓
Mike Driscoll – Ex Officio -
Guest – Todd Cunningham

Action Items indicated in Bold

Call to order 9:03 am

1. Minutes from 5/7/13 approved amended add Ramesh Soni
2. News and Communication
 - a. Review and approval of Communication Plan
 - i. Mel Jenkins moved and Tim Moerland second approval of plan - approved
 - b. Web page
 - i. Live
 - ii. Tour of website at meeting
 1. As subcommittees establish meetings, please let Karen Pizarchik know so they can be listed on calendar (if so desired)
 - c. News items/calendar items
 - i. Will plan monthly updates
 - d. Presentations by co-chairs
 - i. Throughout September
 - ii. Meeting with about 15 constituent groups
 - iii. Open call for departments and student groups if they want
 1. Email and news item
 - e. SC agenda and minutes
3. September 9 Call for Subcommittee Volunteers
 - a. Qualtrics Survey via email
 - i. Announcement in IUP daily
 - ii. Email to university
 - b. Link to survey on IUP Daily and accreditation website
 - c. Outreach via other mechanisms
 - i. September 10 – live in Beak and Grad Students list serve
 - ii. Individuals without daily access to email
 1. e.g. AFSCME – newsletter/flyers
 2. Recognized student organizations – email forwarded by student life

- iii. Alumni
 - d. Deadline is September 30
 - i. Co-chairs will staff subcommittees
 - ii. Anticipate good response
4. General Review of Process
- a. Review of timeline
 - i. Create Self Study proposal
 - b. Subcommittee formation procedure
 - i. Quick turn around
 - ii. Middle of October at latest
 - c. Meeting for subcommittee chairs on 9/13/13
 - i. Appointed this summer
 - ii. Some not Steering Committee members – all have at least one co-chair that is from Steering Committee
 - iii. Standing committee reports at each Steering Committee meeting
 - d. Confluence Wiki – Todd Cunningham
 - i. Show video
 - ii. Discussion of options and functionality of product
 - iii. To be explained in detail at subcommittee chairs meeting on 9/13
 - iv. Facebook-like approach to commenting
 - v. Not cloud based- locally controlled
 - vi. Encouraged to use- maintain records
 - e. Requesting Data – Barbe Moore
 - i. All requests will go through Barbe
 - ii. Looking at MS recommendations on what data needed
 - 1. Currently compiling
 - f. Sub-Committee charge document – Draft handout
 - i. To bring back and discuss at next meeting
 - ii. Will be individualized once research questions established
 - g. Subcommittee report template – Draft handout
 - i. To bridge the outcome of subcommittees and final report
 - ii. Provide guidance
 - iii. Second part of Self Study is the individual subcommittee final reports/executive summary
 - iv. Discussion of what specifically is required – e.g. analysis of data and recommendations
5. Strategic Visioning and MSCHE Accreditation
- a. Coincidental tying
 - b. Will be addressed – creating as we go
 - i. Need to show the process
 - c. Change of leadership
 - d. Middle States taking temperature
 - e. Give us opportunities as we change
 - f. Will give a template regarding ideas to share across the subcommittees
6. Research Questions and Formation Process
- a. Not for distribution

- b. Will be sent electronically
- c. Handout of possible ideas for research questions
 - i. Peer institution
 - ii. Sister institutions
 - iii. Last Middle States
- d. Give a starting point
- e. Will be main discussion at next meeting
- f. No way indicative of the number of questions
 - i. Need to narrow down and focus
- g. Fourth criteria
 - i. Leading to fulfill our mission vs. completely retrospective
 - ii. To be in formative vs. summative manner
 - iii. Motion to add – Moerland, second by Mendoza – Approved to add fourth criteria via unanimous vote
 - 1. Discussion
 - a. Leading to future
 - b. How reflect values of institution and move us forward
 - c. Modify number one
 - i. Add the statement future to 1a
 - ii. Questions would have foot in past and looking to the future
 - d. Concern modifying one – need for contextualizing the past and looking to future, reflecting the values of the institutions

7. Summary/ General Discussion

- a. When survey goes out – please share and encourage participation.
- b. Please share with students

Meeting adjourned – 12:00

Next meeting scheduled – 9/17/13