

Middle States Steering Committee Minutes
Tuesday, September 17, 2013
10:30 a.m. – 201 Eberly

Present: *Italic = substitute*

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

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 9/4/13 approved (motion by Melvin Jenkins, seconded by Edel Reilly – one abstention) approved – amended to Wednesday – not Monday
2. Subcommittee Charge
 - a. Discussion of closing survey
 - i. AFSCME – union meeting 9/23/13
 - ii. Review of staff currently
 - iii. Allow AFSCME – to volunteer via email
 - iv. Currently at 197 volunteers
 - v. To accommodate AFSCME request – close 9/25/13
 - vi. **Notice to go out tomorrow – close date – 9/25/13 at 4 pm**
 - b. Review and approve subcommittee charge
 - i. Subcommittee chair meeting last Friday, 9-13-13
 1. Limited feedback on charge
 2. Perhaps helpful to pull out into charge document
 3. **To add dates to charge document**
 - ii. Should a timeline be added to each item?
 1. In overall timeline
 2. Perhaps helpful to pull out into charge document
 3. **To add dates to charge document**
 - iii. Is the charge for subcommittees clear
 1. Once Research questions inserted – the charge will be clearer
 - iv. Approved charge by Steering committee - unanimous
3. Subcommittee Report Template
 - a. Review of template
 - i. Description of requirements for reports and formatting guidelines
 - ii. Content of the report description
 - b. Discussion
 - i. Addition of sentence to charge “analysis is needed...”
 - ii. Discussion of 2005 process and how it impacts this year for writing

- iii. What comprises the final report – narrative and executive summaries
 - iv. Is executive summary page length adequate
 - 1. Is it the standard that's driving the committee or the focus of the subcommittee?
 - v. Can the executive summary increase to 10 pages and the content to 30 pages?
 - vi. Want to focus the committees
 - vii. Were there comments made about the length of the report last time?
 - viii. Discussion of how documents are going to be used
 - 1. What leads to the next step – what length is adequate
 - a. Based on scope and research questions
 - 2. Set length based on the research questions
 - a. Not each question equal
 - c. SC Approved the template as it stands – and revisit as indicated
4. Research Questions
- a. Discussion of how to work through research questions
 - i. Keep the four context guidelines in mind
 - ii. To change the date to 9/17/13
 - iii. Not too wordy when constructing questions – but keeping context
 - iv. Type of question is important – both evaluative and descriptive questions for each subcommittee (On page 2 of subcommittee charge – guidelines)
 - b. Clarified questions for subcommittee 1

Meeting adjourned – 12:00

Next meeting scheduled – 10/2/13 from 10:30 am to 1:00 pm