

Middle States Steering Committee Minutes
Tuesday, April 2, 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. Minutes from 3/5/14 - Approved without changes Jonathan Mack/Tim Runge
2. Master survey questions
 - i) As meeting with subcommittees - be thinking about survey questions for fall 2014
 - (1) Is it best in master survey or in a targeted survey
 - (2) Will be asked for in Mid September
 - (3) Discussion of number and type of questions for survey
 - (a) Quick information at end of semester regarding subcommittee questions regarding number of questions at next meeting - number and scope
 - ii) Encourage schedule subcommittee for the whole year
 - (1) Consider alternating schedule
3. Undergraduate students on subcommittees
 - i) IF need replaced - please let Laura Delbrugge know
 - (1) Only one left from initial list - may need suggestions
 - ii) Many original volunteers for grads, management, staff, or faculty
 - (1) Will consult with subcommittee chairs if making replacement
 - iii) Need to be true to original listing as care was taken to be representational
4. Self study design edits
 - i) Context - asked to make adjustments by liaison
 - (1) List of peer institutions not yet included
 - (a) Barbe Moore working with President and Provost
 - (i) Discussion of process by Barbe - goal to have blend of initiations that are both reflective and aspirational - also looking at what system office is looking at for Performance Funding
 - (ii) Recommend add athletics into consideration
 - ii) Most work on intended outcomes
 - (1) Work done by Laura, Hilliary and Ben

- (a) Based on comments from committee on Confluence
 - (b) Discussion by committee
 - (i) Outcomes are the same as what was on confluence
 - (ii) Committee supports outcomes as written
 - iii) Timeline also changed - much longer
 - iv) Text regarding communications process
 - v) Changes
 - (1) Indiana campus not Main campus
 - (2) Title for Social Equity
 - (3) Page 40 - 4th research question on Standard 14 - added word - varied - to be removed
 - (4) Ben added information regarding Confluence Library and features regarding how to cite sources
 - (a) Discussion of set up of document library organizational plan in confluence - specific subcommittee documents - use master list - set up to assist with citing
 - (i) No changes to be made to the Library - changes made to text on page to emphasize the searchable nature of the library
 - vi) Relating Self study Process to Strategic Plan - explain the role of UPC - Page 5 - needs further clarification regarding the overlap of the committees
 - (1) As process - there is overlap of all the units
 - (a) Cross pollination of committees
 - (2) Outcomes related - not clear - Steering Committee outcomes - expect that the outcomes will be taken up by other committees for action - does not exactly say that in design plan
 - (a) Recommendations that emerge in final report will be address, engages by University Planning Council - concrete on how we expect the university will be engaged following completion of Self Study site visit - How plan is applied and addressed by IUP's leadership and UPC/representational council
 - (i) Discussion of how to reflect this in self design - emphasizing participatory nature of IUP structure - enrich the context
 - 1. Have a visual representation - Gantt chart
 - (ii) Discussion how recommendations from MS will be handled and how they are reflected to the IUP community as a whole
 - (3) Self study team uses our expected outcomes as a starting point for the site visit
 - vii) Unanimous vote to move forward with self design with changes

5. Self Committee reports

- i) Discussion of process
 - (1) Make sure there is a representational perspective on sub-subcommittees - Make sure there are no silos and there is group meetings to discuss issues
 - (2) Subcommittees should make sure members can fully commit for 14/15
- ii) Discussion of final reports by subcommittees and preserve the content of subcommittee work - important that subcommittees keep minutes to aid in creation of the final full reports by subcommittees - 25 pages with citations
 - (1) Make sure sub-committee chairs communicate with each other

6. Committee reports

- i) SC 1 - Last meeting on Friday - feel good where are generally - Take teaching schedule of faculty - use that as baseline for schedule building where all faculty open - then shared with committee for feedback regarding availability so all constituents represented - done one

- semester at a time - 5 meetings of 90 minutes each semester - attendance good - using two sub-teams based on standards
- ii) SC 2 - Two meetings in last two weeks - one scheduled in two weeks - went through questions to determine what resources needed - Now will be providing list of needs to committee and review library if already available - explored questions in detail
 - iii) SC 3 - Met and another meeting scheduled - going through worksheet and RQ - going through each questions - why question important and where is the data
 - iv) did sub divide into two groups -as big group going through RQ
 - v) SC 4 - Started as full subcommittee - two standards very different - now broke into 2 work groups - each met 2 x each - co-chairs attend all meetings to have continuity - discussion of evidence needed - some need exploring with individuals within student services area (Can conduct interviews) - full group refined each workgroups work and use Confluence - plan to work over summer - but not requirement - use Confluence to inform those who can not attend as long as participation in summer is voluntary
 - vi) SC 5 - Difficult to schedule - have two time slots - meeting every 10 days - scheduled two working meetings April 8 and 9 in evening - using same plan as SC 1 to have two work groups
 - vii) SC 6 - Met twice and one more planned - met as group to review RQ and types of data needed and split into two work groups to address standards
 - viii) SC 7 - Similar to everyone else - meet every other week as working groups, full group every 4-6 weeks

Next meeting 4/15/14