

NEASC Steering Committee Meeting
September 11, 2009

Present: Luisa S. Deprez (NEASC Chair), Jack Kartez, Roxie Black, Susan Campbell, John Voyer, Cathie Fallona, Beth Higgins, Matthew Edney, Tom Knight, Bill Wells, Andy Anderson, Bob Caswell, Dennis Gilbert, Jean Whitney, Liam Harrison, Jerry LaSala, Tom Wood, Joan Boggis

Agenda

I. Welcome back

Luisa opened the meeting by welcoming everyone back and indicated that this fall would be a very busy semester for the Steering Committee. Over the summer, she worked on locating and posting as many data/information requests from committees/sub-committees as she could. Steering Committee members should review the General Documents files as well as their Committee and Sub-committee files for updates and encourage committee/sub-committee members to do likewise. She also indicated that Donna Bird's termination was going to create a considerable gap in support for this effort and that she would undoubtedly be reaching out to other members for support and back-up.

II. Review time-table for NEASC work: Fall Semester/ Spring Semester

Luisa spent some time re-reviewing the timelines under which we will be working – both Fall and Spring semesters. September through December will be the bulk of committee/sub-committee meetings with a first draft due December 30th from each standard committee. (See timetable attached).

The Steering Committee will meet monthly over the course of this academic year. The schedule for meeting agendas will look something like this:

October: preliminary review of Standards 1 and 2 descriptions and discussion of committee Composition

November: preliminary review of/update on Standards 3, 4, 5, and 11

December: preliminary review of/update on Standards 6, 7, 8, 9, and 10

Note: The intent of these meetings will be to get a sense of issues/concerns that might be emerging or have arisen, and will appear in, the draft report. For both the November and December meetings, the sub-committee co-chairs will be invited to attend.

January/February: Steering Committee will conduct a detailed review of the first draft of the Self-Study. President Botman and Provost Forhan will be invited to the January meeting (President Botman has accepted invitation).

February-March: Drafts returned to Standard Committees for revisions based on Steering Committee deliberation.

March-April: Self-study posted on NEASC Website for USM community review and comment. Meetings at each of the three campuses will be done to allow for comment and feedback.

April-May: Campus feedback/comments handed on to Standard Committees for consideration/integration into draft.

June-July: Pre-final draft completed and reviewed by Steering Committee

August: Pre-final draft to NEASC Commission for review and comment

III. D/A/P Template for structuring committee work

The Steering Committee review the D/A/P template which Luisa designed for their use. The template requires each committee to describe, appraise, and project for the standard under their review. Luisa suggested that members review self-studies that have been posted for their approach. At some point, we need to consider and decide upon the approach that we want to use, particularly for projections, i.e, narrative or bullet points.

IV. BB documents

Steering Committee members are advised to review the BB site as completely as possible for documents, information, and data – this might include reviewing documents in other committee sites and in the general document site. Luisa indicated that most all requests have been responded to, although some are not available in the format that people have asked for them in. She also has asked people to let her know what more information/data they need for their committee/sub-committee work. Some data requests will not be able to be honored because the information is just not there – that should be noted in the draft report and perhaps indicated as a projected need. Documents will be continually added to the BB site as time moves on.

V. Standards Committee updates

Each Standard committee co-chair provided an update of their committee deliberations thus far. In sum, all committees have met at least once this fall and have regularly scheduled meetings forthcoming. Committees are assessing their charge and aligning it with the data/information available.

VI. October NEASC Workshop

Attending this workshop on behalf of USM will be Beth Higgins, Monique Larocque, Jack Kartez, Tom Knight, and Luisa Deprez. President Botman will be attending the President's session on Thursday. This group will report back to the Steering Committee at the November meeting. Luisa has also arranged for the group to meet with Pat O'Brien on Thursday afternoon.

VIII. Other

Report writing: The report, including the draft due in December should be written in the active voice using Standard English. Do not worry about page limits at this time (note: the entire report minus appendix is limited to 100 pages). Editing will be done using trak changes to ensure that the voice of the committee is not removed through the editing process. Reference(s) to documents used as evidence or noted/mentioned should be noted/provided - in the final version, they will be embedded in the report with links to the actual report.

Monthly updates to USM community: Luisa still anticipates providing these updates, encouraging people to visit the NEASC website, become familiar with the Standards and the accreditation process, and reading monthly Steering Committee meeting minutes.

Organization of Fall meetings: See II above

Mock Self-Study visit: The Steering Committee needs to deliberate on having a mock self-study visit in Fall 2010. If it is so inclined to do so, team members need to be decided upon and contacted in Summer 2010.

Minutes by: Luisa S. Deprez