

**NDMU MSCHE
Self-Study Steering Committee
November 17, 2014**

Minutes

Attending: Sister Sharon Slear, Sister Margaret Ellen Mahoney, Sister Chris De Vinne, Sharon Bogdan, Candace Caraco, Katie Cook, Jim Culhane, Kathy Doherty, Sister Mary Fitzgerald, Erin Foley, Debbie Franklin, Natalie Gillard, Anne Henderson, John Keenan Shuang Liu, Sabita Persaud, and Susan Repko,

Excused: Anne Lin

Sister Margaret Ellen opened the first meeting of the MSCHE Self-Study Steering Committee with a reflection from Sister Maura entitled “What My Teachers Taught Me, I Try to Teach My Students,” which Sister Margaret Ellen felt was very appropriate for steering committee as they began their work. Following the reflection, Sister Sharon provided an overview on the selection of steering committee members, the MSCHE accreditation process, and the plan for moving forward with the self-study. S. Sharon ended the overview with a reference to the Unexamined Life, and a call to arms for an “examined life” through self-study and reflection. She also expressed confidence in successful completion of this task through the expertise represented around the table by members of the committee.

Next, S. Margaret Ellen provided an overview of the importance of the self-study process to the university, reminding the group that the primary purpose of the self-study process was for reaccreditation of the institution. She shared information about developing the design of the self-study, the work of the steering committee, the membership of the work groups, and the timeline moving forward. S. Margaret Ellen also stated that the first task of the steering committee would be to develop the self-study design.

Following S. Margaret Ellen’s overview, S. Chris De Vinne thanked S. Margaret Ellen and S. Sharon for their willingness to co-chair and to lead the committee. She also thanked Kathy Doherty for leading in assessment, and thanked steering committee members for their willingness to serve. S. Chris called committee members to the task, asking for their trust and daring, their independence and their innovative thinking, and for being fearless and faithful leaders. Sister Chris also mentioned the connection of the work of the steering committee to the strategic planning process, as some members served on both committees, and reiterated the need to build assessment into the strategic planning process from the beginning. S. Chris closed by thanking members for their service.

Sister Sharon next turned to an overview of the committee’s work moving forward, stressing the need for transparency and for sharing work with the university community. She mentioned that each steering committee member would chair a

work group and would have the opportunity to review and approve work group members. Following a distribution of work folders, the Criteria for Excellence manual, and the Self Study Process manual, Sister Sharon and Sister Margaret Ellen went through the materials in the folders, including the timeline. Invitations would be prepared and sent out on Friday for the work group members once chairs had approved the lists.

Time was then spent reviewing the timeline for the next 2 ½ years, and it was reiterated that it would be an aggressive timeline as there was a lot to accomplish. It was also noted that there was schedule matrix that members should use to block out their availability for setting up spring semester meeting dates.

Kathy Doherty then gave a brief summary of the set up and arrangement for the self study process. S. Margaret Ellen stated that the design would be comprehensive, meaning that address each standard would be addressed individually in the final self study report. Additional updates were given on the timeline for writing and submitting the final self study report, the visiting team selection and visit, and possible follow up actions by Middle States after the visit.

Discussion then turned to the first task for committee members, which was to develop 3-5 self-study questions for each standard. Members were asked to identify questions related to their assigned standard and to send those questions to K. Doherty no later than **December 18**. These questions, once agreed to and refined, would drive the work and review by the committee in preparation for writing the self-study report.

A brief question and answer session followed, and several members asked about work and time commitments, expectations for interim and final reports, self-study process, and communication methods and processes.

Warren Szelistowski then joined the meeting to provide an overview of Sharepoint, which is the report and project management software system that would be used for the work of the committee and the self-study. Sharepoint, as Warren described, is Microsoft's powerful file and document management system. It links with Outlook and with the Internet, allowing login from any point. Access is controlled and would be limited to steering committee and work group members. Warren asserted that the system was highly secure, and that comprehensive training would be provided before use. Warren also stated that the Board of Trustees has been using Sharepoint very effectively for this past year as a pilot program and that the pilot was running very smoothly. The use of Sharepoint by the Steering Committee would expand that pilot. Success was insured through centralized management of the system, and Kathy Doherty, Donna Jenkins, and Crissa Holder-Smith would be managing the process for the Steering Committee. Several questions were asked to clarify understanding of Sharepoint, and a timeline for start-up was discussed. Candace Caraco, who is the Sharepoint administrator for the Board, indicated that Warren had provided a useful one page set of instructions that had been very

helpful for her Sharepoint work with the Board and that would probably be very useful to steering committee members as well. Warren also said that Microsoft had just purchased Skype and that Sharepoint would interact with that system as well as Outlook. Shuang also mentioned that Microsoft now had an electronic dashboard system that could be downloaded as well. The Sharepoint site for the steering committee would be available in about two weeks and training would be available after the Christmas break.

Members were reminded to 1) submit their schedule sheets to Kathy Doherty no later than **Friday, November 21**; and 2) send their research/self-study questions via email to Kathy no later than **December 18**.

The next meeting of the steering committee was set for **January 5, 2014, from 12:00 – 2:00 p.m.** Lunch would be provided.

With no further business, the meeting adjourned at 1 p.m.

Respectfully submitted,

Kathryn Doherty
Recorder