

**STRUCTURE OF THE SELF-STUDY AND STEERING COMMITTEE WORKING GROUPS**  
(September 2004)

Executive Management of the Process: Executive Steering Committee  
(Note: the *Full* Steering Committee includes all chairs of working groups)

Co-Chairs (Dr. Sue Blanshan + Faculty Co-Chair)  
Chair, Academic Executive Committee (Open)  
Chair, U-CAP (Dr. Sita Ramamurti)  
Chair, SPS CAP (Mr. V.R. Nemani); Chair, EDU CAP (Dr. Cynthia Greer); Chair, CAS CAP (Dr. Brunella Bowditch)  
Vice President, Finance and Administration (Barbara Lettiere)  
Deans of the Schools (Deans Oyewole, Steel, Meara)  
Vice President, Advancement (Ann Pauley)  
Dean of Student Services (Michele Bowie)  
Director of Human Resources (Carole King)  
*Such other faculty and administrators as may be necessary*

*Consultants to the Steering Committee and Working Groups:*  
*Director of Institutional Research (Jerome Ward)*  
*Director of Academic Assessment (Open)*  
*Director of Technology Services (Jay Konar)*  
*Director of the Library (Susan Craig)*  
*Registrar (Maureen Fittig)*

**ACADEMIC ASSESSMENT:  
CURRICULA AND PROGRAMS, GENERAL EDUCATION, STUDENT LEARNING OUTCOMES,  
FACULTY ASSESSMENT, GOVERNANCE ASSESSMENT, RESOURCE ASSESSMENTS**

<u>COMMITTEE WHO</u>	<b><u>U-CAP</u></b> Elected Committee <i>Dr. Sita Ramamurti, Chair</i>	<b><u>CAS CAP</u></b> Elected Committee <i>Dr. Brunella Bowditch</i>	<b><u>EDU CAP</u></b> Elected Committee <i>Dr. Cynthia Greer, Chr.</i>	<b><u>SPS CAP</u></b> Elected Committee <i>Mr. V.R. Nemani</i>
STANDARDS TO REVIEW	<b><u>Standards 11, 12, 14</u></b>	<b><u>Standards 11, 12, 14</u></b>	<b><u>Standards 11, 13, 14</u></b>	<b><u>Standards 11, 12, 13, 14</u></b>
SCOPE OF TOPICS	Overall Assessment Plan: Programs – Courses – Student Learning Outcomes	General Education (FLC) Assessment  CAS Majors	NCATE work should convert for Middle States Self-Study  Workshops Outside Partners	Adult learning assessment  Gen Ed (Core) Assmt  Graduate Ed. Assmt. Online Learning Outside Partners
QUESTIONS FOR INQUIRY	Outline pp. 3-7	Outline pp. 3-7	Outline pp. 3-7	Outline pp. 3-7
SPECIFIC ACTION STEPS	Create a <u>written</u> academic assessment plan including a specific and detailed plan for student learning outcomes assessment	Create a <u>written</u> plan for FLC and major assessments	<u>Written</u> plan	<u>Written</u> plan

<u>COMMITTEE WHO</u>	<b><u>FACULTY WELFARE</u></b> Elected Committee <i>Dr. Liza Child, Chair</i>	<b><u>RANK &amp; TENURE</u></b> Elected Committee <i>Dr. Kathleen McGinnis, Chair</i>	<b><u>PROF.DEVEL.</u></b> Elected Committee <i>Dr. Raul Tovares, Chair</i>	<b><u>ACADEMIC EXEC COMMITTEE</u></b> Elected Committee
STANDARDS TO REVIEW	<b><u>Standards 7 &amp; 10</u></b>	<b><u>Standards 7 &amp; 10</u></b>	<b><u>Standards 5, 7 &amp; 10</u></b>	<b><u>Standards 1, 2, 4 &amp; 6</u></b>
SCOPE OF TOPICS	Professional Norms Teaching Resources	Promotion/Tenure Assessment Faculty Summative Assmt	Faculty Development & Formative assessment	Academic Governance Assessment  Academic Policy Handbook
QUESTIONS FOR INQUIRY	Outline p. 8	Outline p. 8	Outline p. 8	Outline p. 1
SPECIFIC ACTION STEPS				
<u>COMMITTEE WHO</u>	<b><u>LIBRARY and INFORMATION RESOURCES</u></b> Susan Craig, Chair Appointed Members	<b><u>ACADEMIC TECHNOLOGY</u></b> Bill Steel, Chair Suellen Meara Elected Fac Tech Committee <i>Dr. Hollis Williams</i>	<b><u>ADVISING AND LEARNING SKILLS SUPPORT</u></b> Dorothy Harris, Chair Harriett Nokuri Heather Petrilli Appointed Members	<b><u>STRATEGIC ACADEMIC INITIATIVES</u></b> Susan Blanshan Appointed Members
STANDARDS TO REVIEW	<b><u>Standards 3 &amp; 12</u></b>	<b><u>Standards 3, 11</u></b>	<b><u>Standards 6, 9 &amp; 14</u></b>	<b><u>Standards 1, 2, 11</u></b>
SCOPE OF TOPICS	Information Literacy Education  Library Resources Library Planning Library Technology	Programs in Educational Technology , IT and Infocomm, Computer Sci.  Instructional Technology across the curriculum	Assessments of: Academic Advising Career Planning Learning Support Disabilities Services  Interface with curricula and student outcomes assessment	Planning and implementation of new programs and degrees:  AA, Ed D, others B.S.N. Other Health Professions Other Professions Online Offerings
QUESTIONS FOR INQUIRY	Outline pp. 6-7	Outline pp. 6-7	Outline p. 9	Outline p. 6
SPECIFIC ACTION STEPS				

ENROLLMENT MANAGEMENT				
<u>COMMITTEE WHO</u>	<b><u>MARKETING, RECRUITING &amp; ADMISSIONS</u></b> Appointed Members	<b><u>ENROLLMENT SERVICES, REGISTRATION &amp; FINANCIAL AID</u></b> Barbara Lettiere Appointed Members	<b><u>RETENTION MANAGEMENT</u></b> Appointed Members	<b><u>STUDENT SERVICES</u></b> Michele Bowie Appointed Members
<u>STANDARDS TO REVIEW</u>	<b><u>Standard 6 &amp; 8</u></b>	<b><u>Standards 5, 6, 9</u></b>	<b><u>Standards 6, 7, 9 &amp; 14</u></b>	<b><u>Standard 9</u></b>
<u>SCOPE OF TOPICS</u>	Assessment of effectiveness, quality and impact of all marketing, recruiting and admissions phases  Alignment of results with retention data	Re-engineering of enrollment services with PowerCampus to achieve strategic objectives; assessment of the program	Analysis of retention and graduation data in all programs  Development of clear program initiatives to promote retention and timely graduation	Assessment of student satisfaction with services throughout the institution  Assessment of student life programs and services: Health, Res Life, Athletics, Campus Ministry
<u>QUESTIONS FOR INQUIRY</u>				
<u>SPECIFIC ACTION STEPS</u>				
PLANNING AND RESOURCE ALLOCATION				
<u>COMMITTEE WHO</u>	<b><u>FINANCIAL AID POLICY AND PRACTICES</u></b> Barbara Lettiere Cathy Geier Appointed Members	<b><u>BUDGET PROCESS</u></b> Barbara Lettiere Sue Blanshan Appointed Members	<b><u>FISCAL MANAGEMENT</u></b> Barbara Lettiere Appointed Members	<b><u>CAPITAL PLANNING</u></b> Barbara Lettiere Dan Slattery Ann Pauley Appointed Members
<u>STANDARDS TO REVIEW</u>	<b><u>Standards 1 &amp; 2</u></b>	<b><u>Standard 2 &amp; 3</u></b>	<b><u>Standard 2 &amp; 3</u></b>	<b><u>Standards 2 &amp; 3</u></b>
<u>SCOPE OF TOPICS</u>	Examination of effectiveness of discount practices in relation to enrollment and retention  Impact of discount practices on bond rating and financial position	Interface of planning, budgeting and resource allocation	Assessment of financial management practices: banking, investments, cash management, etc.  Development of financial capacity and creditworthiness	Campus Master Planning  Capital Budget Development  Campaign Planning
<u>QUESTIONS FOR INQUIRY</u>				
<u>SPECIFIC ACTION STEPS</u>				

<u>COMMITTEE</u> WHO	<b><u>HUMAN RESOURCES</u></b> Carole King Appointed Members	<b><u>TECHNOLOGY</u></b> <b><u>RESOURCES</u></b> Jay Konar Appointed Members	<b><u>FUND RAISING</u></b> Ann Pauley Judy Tart Appointed Members	<b><u>FACILITIES</u></b> <b><u>ASSESSMENT</u></b> Dan Slattery Appointed Members
STANDARDS TO REVIEW	<b><u>Standards 3, 5 &amp; 6</u></b>	<b><u>Standards 3 &amp; 5</u></b>	<b><u>Standard 3</u></b>	<b><u>Standard 3</u></b>
SCOPE OF TOPICS	Human Resources policies and practices assessment Wage & Salary Plan Employee Assessment	Linking tech resources and services to achievement of academic and administrative goals	Development Audit: analysis of fund raising capacity for new campaign	Ongoing analysis of current conditions and strategies to address facilities needs outside of capital development
QUESTIONS FOR INQUIRY				
SPECIFIC ACTION STEPS				

**OTHER INSTITUTIONAL ASSESSMENT**

<u>COMMITTEE</u> WHO	<b><u>STRATEGIC PLAN</u></b> <b><u>ASSESSMENT</u></b> Senior Staff Relevant committees	<b><u>ADMINISTRATIVE</u></b> <b><u>SERVICES</u></b> <b><u>ASSESSMENT</u></b> Senior Staff Appointed Members	<b><u>ALUMNAE</u></b> <b><u>OUTCOMES</u></b> <b><u>ASSESSMENT</u></b> Sue Blanshan Ann Pauley Appointed Members	
STANDARDS TO REVIEW	<b><u>Standards 1 &amp; 7</u></b>	<b><u>Standard 5</u></b>	<b><u>Standards 7 &amp; 14</u></b>	
SCOPE OF TOPICS	Overall assessment of progress toward strategic goals	Assessment plans and activities of every administrative division and office	Survey developed in relation to topics selected in student outcomes assessment planning, plus satisfaction survey	
QUESTIONS FOR INQUIRY				
SPECIFIC ACTION STEPS				

<b>LEADERSHIP AND GOVERNANCE</b>				
<i>COMMITTEE WHO</i>	<b><u>ACADEMIC GOVERNANCE</u></b> Academic Executive Committee	<b><u>POLICIES, MANAGEMENT AND COMMUNICATION</u></b> Senior Executive Staff	<b><u>STUDENT GOVERNMENT</u></b> Michele Bowie Student Leaders	<b><u>BOARD SELF-STUDY</u></b> Board Chair and Members
<i>STANDARDS TO REVIEW</i>	<b><u>Standards 4, 6, 7 &amp; 10</u></b>	<b><u>Standards 4, 5, 6 &amp; 7</u></b>	<b><u>Standards 4 &amp; 9</u></b>	<b><u>Standard 4, 5, 6 &amp; 7</u></b>
<i>SCOPE OF TOPICS</i>	Plan for annual review of effectiveness and revision of the Framework for Academic Governance	Review of all extant policies and revisions as necessary  Analysis of internal management, decision-making and communications functions	Analysis and Assessment of current student government functions	Assessment of board practices and effectiveness
<i>QUESTIONS FOR INQUIRY</i>				
<i>SPECIFIC ACTION STEPS</i>				