

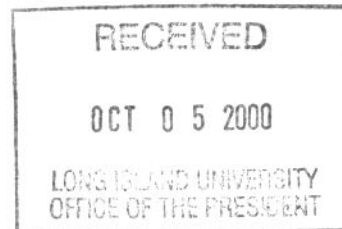


Middle States Commission on Higher Education

3624 Market Street, Philadelphia, PA 19104-2680 Tel: 215-662-5606 Fax: 215-662-5501
www.msache.org

October 2, 2000

Dr. David J. Steinberg
Office of the President
Long Island University
University Center
Brookville, NY 11548-1326



Dear Dr. Steinberg:

Our current records indicate that Long Island University is scheduled for review of its accreditation during the 2002-2003 academic year. It will be my pleasure to serve as your institution's liaison with the Commission throughout the entire period of self-study and evaluation. Since the period of preparation usually lasts three semesters or more, I would plan to visit your campus during either the spring 2001 or fall 2001 semester for preliminary discussions with you and your colleagues.

This early staff visit is designed to acquaint as many as feasible with the purpose and procedures of evaluation. I hope that by the time of my visit you will have named a chair for the steering committee which will be responsible for analyzing data and writing the self-study report; if the steering committee has not been constituted by the time of the staff visit, a group from which the steering committee is likely to be drawn may function in its stead.

The typical agenda for the day should include my meeting with these individuals or groups:

- ◆ you alone (thirty minutes)
- ◆ you and the chair of the self-study steering committee (thirty minutes)
- ◆ your cabinet or key administrators (forty-five minutes)
- ◆ steering committee (one hour)
- ◆ representative student group, including new students as well as those about to graduate (thirty minutes)
- ◆ representative faculty group (forty-five minutes)
- ◆ representatives of your Board or advisory group (one hour)

You may wish to schedule the meeting with representatives of the Board during the lunch hour; however, I specifically request that I not meet with the steering committee over lunch.

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I have enclosed copies of the Commission's primary document *Characteristics of Excellence*, as well as *Designs for Excellence: Handbook for Institutional Self-Study*. These documents will be useful to you as you plan for the evaluation visit; you may order additional copies from our office. Please note that on pages 20 and 21 of *Designs for Excellence* there is a description of the staff visit I am proposing to make.

In order for me to plan my work for calendar year 2001, I ask that you advise me at your earliest convenience whether you prefer a spring 2001 or fall 2001 staff visit. I look forward to working with you and your colleagues in the coming months.

Sincerely,

A handwritten signature in cursive script that reads "George Santiago, Jr." followed by a stylized flourish.

George Santiago, Jr., Ph.D.
Executive Associate Director

G SJ/clr

Enclosures

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