

LONG ISLAND UNIVERSITY

MEMORANDUM

To: Assistant Vice President Bonnie T. Borenstein
From: R. H. Red Owl, Co-Chair, University-wide Middle States Steering Committee
Date: April 19, 2001
Subject: Inventories of Self-Studies for Specialized Accreditation and Evaluation
Team Reports

During his visit, Dr. George Santiago, Jr. stressed to the University-wide Middle States Steering Committee that the University is required to submit the overdue Self-Study Design to Middle States no later than May 21.

Three of the required items are the inventories of internal reviews, self-studies for specialized accreditation (i.e., AACSB, NASPAA, etc.) and evaluation team recommendation reports. I would appreciate it if you would ask the Deans at each campus to provide inventories of all school- or departmental-level self-studies prepared and team reports received during the past two years. Also, they should report any self-studies or internal reviews that are on-going or are expected to occur within the next academic year (2001-2002). They should provide the name, telephone number, and e-mail address of the contact person in their respective departments with whom the various self-study committees can consult regarding the availability of these reports.

I have asked Heather and Syria to prepare and send to you via e-mail a matrix for the Deans' use in providing this information. Each report should address at least one of the 14 items from Middle States' *Characteristics of Excellence*.

Since I am facing a very tight deadline and the inventories need to be compiled into a cohesive University-wide document, I will need you to e-mail the filled-in templates from each Dean to Syria no later than next Wednesday, April 25.

Thanks.

cc: Vice President Michael E. Arons, Co-Chair, University-wide Middle States Steering Committee