

LONG ISLAND UNIVERSITY
MIDDLE STATES SELF-STUDY REPORT (2012-2013)
DRAFTING & OVERSIGHT COMMITTEE MEETING

January 21, 2011
Board Room, Bush-Brown Hall, University Center

Present

Sylvia Blake, Francis Bonsignore, Margaret Boorstein, Claude Cheek, Liz Ciabocchi, David Cohen, Margaret Cuonzo, Rutesh Dave, Gabrielle Eskin, Tom Fahy, Paul Forestell, Heather Gibbs, William Gustafson, Gale Haynes, Jeff Kane, Lori Knapp, Mary M. Lai '42, Theresa Mullarkey, Daniel Rodas, Gladys Schrynemakers, Ed Shorin H'99, David Spierer, David Steinberg, David Taft, Diana Thompson, Veronica Vega

Unable to attend

Robert Arning '84, Joan Bartolomeo '77, Samantha Bishal, Michael Devine, Ashraf Garrett, Harvey Maldow '67, Joshua Ritts, Helen Thompson

Opening Remarks

President David J. Steinberg welcomed the members of the Drafting & Oversight (D/O) Committee and thanked them for agreeing to serve on this important committee. The D/O Committee is charged with providing overarching leadership and direction for the University's reaccreditation activities, which will culminate in a Self-Study Report submitted to Middle States in the fall of 2012. Working closely with the chairs of the four Working Groups, the D/O Committee will help to establish the appropriate balance between the four chapters of the Self-Study Report, provide guidance in shaping the internal priorities within the chapters, and help to ensure that there is effective communication among the Working Groups and with the University community in general. Representatives from every major group of stakeholders, including students, across the institution are included in the membership. At a later date, the D/O Committee will meet with the Mission Statement Committee so that the work of the Mission Statement Committee can be informed by the findings of the D/O Committee.

Discussion

Heather Gibbs and Lori Knapp, Committee Co-Chairs, discussed the University's overall approach to the reaccreditation initiative and presented some highlights of Middle States' heightened expectations in terms of evidence and analysis. They described the intimate relationship between the D/O Committee and the four Working Groups. In fact, every member of the D/O Committee has been assigned to serve as a liaison to at least one Working Group. As the President has indicated in several earlier communiqués, the University will submit one unified Self-Study Report of 100 pages. In addition to demonstrating compliance with the 14 standards identified in *Characteristics of Excellence*, the Self-Study Report must also be framed within the University's mission statement and confirm the importance of the University's *Strategic Agenda*.

The committee agreed that the University's *Strategic Agenda* should be an integral theme woven throughout the Self-Study Report and suggested that it would be helpful for the report to address Priority 4 (Community and Culture) although it is not directly referenced in any of the working titles for the four chapters. Because every campus has placed a renewed and intensified emphasis on student retention efforts, the committee also agreed that evidence of success (as well as difficulties or challenges) in this area must be documented in the final report.

The Self-Study Design must be submitted to Middle States by March 25, 2011. There are nine components to the Design, including the critical "Charges to the Working Groups and Guidelines for Their Reports." The chairs of the four Working Groups will convene those groups as soon as possible to begin developing the research questions that will define the work of any committees or sub-committees that may be organized. Chapter 1 (Student Success in and out of the Classroom) will have two primary sections -- institutional effectiveness and educational effectiveness. As the research questions are submitted, the D/O Committee Co-Chairs will begin to synthesize and filter them, keeping in mind that each Middle States standard must be clearly addressed. Due to the nature of the organization of the Self-Study Report and because many of the Middle States standards are closely related, the D/O Committee will need to pay particular attention to ensuring that every Middle States standard is addressed and the Self-Study Report includes an index or map to guide readers through the document. As the process evolves, it is also possible that the proposed inclusion of particular Middle States standards in particular chapters of the Self-Study Report may change. A suggestion was made to include Standard 2 (Planning, Resource Allocation, and Institutional Renewal) in every chapter of the Self-Study Report.

Unlike previous Self-Study Reports, this submission must be primarily analytical and evidence-based. As such, Institutional Research will play a central role in helping the University to identify and gather the data and evidence that will be used in support of the report's findings. The report must steer clear of making assertions that cannot be supported by evidence. In approving the final research questions, the D/O Committee should attempt to establish a level of uniformity across all four chapters, reflective of a University-wide view. Existing data and evidence will be utilized as much as possible, with new research or data gathering being undertaken on 'as needed' basis.

Members of the D/O Committee were encouraged to read (or re-read) the final report submitted by the evaluation team that reviewed the University's last Self-Study Report and visited the University in 2003. Those documents are available on the University's accreditation Web site. Producing the Self-Study Design and the Self-Study Report will involve a great deal of interaction and discussion between members of the D/O Committee, the Working Groups and the University community. It is a long process that will be an important exercise for all stakeholders.

Next steps

- Working Groups to submit draft research questions and document inventory to D/O Co-Chairs by March 1, 2011
- D/O Co-Chairs and University CIO will work to implement online repository for storage and sharing of documents and evidence in support of research questions

- D/O Co-Chairs will circulate draft Self-Study Design for D/O Committee to review prior to next meeting
- Next meeting of D/O Committee will be held on Friday, March 11, 2011, at University Center
- Self-Study Design to be submitted to Middle States March 25, 2011