

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

March 11, 2011
Bush-Brown Hall, University Center

Present

Sylvia Blake, Francis Bonsignore, Margaret Boorstein, Liz Ciabocchi, David Cohen, Rutesh Dave, Gabrielle Eskin, Paul Forestell, Heather Gibbs, William Gustafson, Gale Haynes, Jeffrey Kane, Lori Knapp, Mary Lai '42, Harvey Maldow '67, Kathy Morley, Theresa Mullarkey, Daniel Rodas, Gladys Schrynemakers, Edward Shorin H'99, David Steinberg, Diana Thompson, Veronica Vega,

Unable to attend

Robert Arning '84, Joan Bartolomeo '77, Samantha Bishal, Michael Devine '68, Ashraf Garrett, Joshua Ritts, Claude Cheek, Margaret Cuonzo, Tom Fahy, David Spierer, David Taft, Helen Thompson

Discussion

(Members of the Drafting & Oversight Committee had received a draft copy of the University's Self-Study Design in advance of the meeting.)

Committee Co-Chairs Lori Knapp and Heather Gibbs explained that the draft Self-Study Design represents the diligent attention and hard work of the Drafting & Oversight Committee as well as many members of the four Middle States Working Groups. The draft Design is the first iteration that includes all of the research questions (91 total) developed by the Working Groups. The Co-Chairs shared that they had worked with Claude Cheek, Director of Institutional Research, to review carefully the research questions and had collaborated with several members of the Drafting & Oversight Committee, especially the Chairs of the Working Groups to refine, edit and clarify the preliminary research questions. The University's focus on student retention is one theme that seems to be emerging throughout many of the research questions. The Drafting & Oversight Committee must reach agreement, in principle, on a single set of University-wide questions, with the understanding that there may be differences between the campuses in their responses to those questions. It is much more important for the final report to be honest and to include recommendations for improvement than it is for the document to present only the University's successes and triumphs. Dr. Knapp reminded the committee that Middle States expects the University's Self-Study Report also to provide evidence of the institution's compliance with the myriad higher education regulations and requirements currently in effect.

Dr. Knapp and Ms. Gibbs emphasized that although the Self-Study Design is organized in a framework that reflects primarily the University's *Strategic Agenda*, it is essential for the research

questions and the final Self-Study Report to address the 14 Middle States standards. Because of the highly interrelated nature of the Middle States standards, as well as the proposed organization of the Self-Study Report, members of the Drafting & Oversight Committee recommended strongly that the final Self-Study Report include a detailed, sophisticated legend or “mapping” system to help the Middle States evaluators and any other readers easily and effectively navigate through the document by Middle States standard. All present agreed that such a system would be essential to the making the Self-Study Report more “user-friendly.” In addition, the committee members endorsed the decision to use SharePoint, a Web-based document repository that can also be used for real-time collaboration in producing the chapters of the Self-Study Report. SharePoint will also help to make the Middle States process transparent and inclusive for members of the University community who are not directly involved with the self-study work. Documents uploaded to the SharePoint site will be “tagged,” enabling them to be retrieved based on any number of keywords. The Drafting & Oversight Committee Chairs will need to work closely with Information Technology to incorporate SharePoint’s functionality into the work of the full committee.

Three University Officers are serving as Co-Chairs of Working Group 1: Paul Forestell, Provost of the C.W. Post Campus; Gale Haynes, Provost of the Brooklyn Campus; and Jeff Kane, Vice President for Academic Affairs. To address the broad subject of “Student Success In and Out of the Classroom,” Working Group 1 has been divided into two committees. The first will address Institutional Context and Educational Effectiveness, and the second will focus on Educational Effectiveness – Assessment of Student Learning. Provosts Forestell and Haynes have assumed responsibility for the first committee, which addresses Middle States standards 5, 8, 9 and 13. Vice President Kane is leading the work of the second committee, and is working closely with the University Director of Assessment, Kathy Morley, as well as the Outcomes Assessment Committee Chairs from the Brooklyn and C.W. Post Campuses. This committee will address Middle States standards 11, 12 and 14. Under the leadership of Vice President Kane, Working Group 2 developed 22 research questions. Two committees comprise Working Group 2. The first committee is charged with addressing Middle States standard 4 (Leadership and Governance), and the second committee will prepare the sub-chapter of the Self-Study Report that looks at Middle States standard 10 (Faculty). Vice President for Finance and Treasurer, Robert Altholz, Vice President for Information Technology, George Baroudi, and Vice President for Planning, Daniel Rodas, are serving as Co-chairs for Working Group 3, which is examining Middle States standards 2 and 3 (Planning, Resource Allocation and Institutional Renewal; and Institutional Resources). Working Group 4 (Instructional Technology and Teaching in the 21st Century) is chaired by Vice Presidents Baroudi and Kane. This group developed eight research questions that will address Middle States standards 11, 13 and 14. Middle States standards 1 (Mission and Goals), 6 (Integrity) and 7 (Institutional Context) represent important “horizontal threads” that will be addressed in each chapter of the Self-Study Report.

The Working Group Chairs each offered a brief description of the processes by which the draft research questions were developed. It was clear that the research questions are the result of much collaboration, sharing of ideas, discussion and collegiality among many different stakeholder groups. Although the proposed research questions clearly correspond to Middle States

requirements, they also reflect the unique culture, ideals and strategic goals of Long Island University. The Drafting & Oversight Committee must use its collective judgment to determine the appropriate “mix” of questions, the total number of questions, and coverage of the Middle States standards. Most of the evidence that will be used to support the University’s assertions and analysis included the Self-Study Report will be appended to the report. Several research questions included in the Self-Study Design are related to the University’s mission statement. After the Working Groups have conducted their analysis, those findings must be shared with the University Mission Statement Committee so that the work of that group can be informed by current, empirical evidence.

In addition to the discussion about the research questions, the committee also reviewed and offered suggested changes to the other components of the draft Self-Study Design, such as the Profile of the Visiting Evaluation Team and Intended Outcomes of the Self-Study.

Next steps:

- Drafting & Oversight Committee members submit recommended Self-Study Design revisions to Drafting & Oversight Committee Co-Chairs by March 18, 2011
- Revised University Self-Study Design to be submitted to Middle States by March 25, 2011
- Barbara Loftus, University’s Middle States Liaison, will visit University on April 26, 2011