



Team Members:

Present- Ellen Grondine, Bill Heineman, Janice Rogers, Chuck Phair, Mary Chatigny, Magdalena Suarez-Shannon, Guests: Ashley Bragger, Ellen Wentland, Judy Zubrow

Absent- Lane Glenn, Tom Fallon, Duane Quinion, Dawna Perez, Mary Ellen Ashley

Topic: NEASC Interim Report- Spring 2015

The Steering Committee began looking at how our strategic goal team work and the work of our sub-committees align with the NEASC standards. Our 5th-year interim report will be due around the same time our strategic plan comes to the end of the third year (spring 2015). Because we have done such a good job of tracking progress, maintaining records, and organizing initiatives, it may be possible to identify standard alignment by goal and begin preparing the report in a meaningful (and hopefully painless) way. Ideally, we would like to explore the possibility of creating a companion webpage that can be used to demonstrate alignment, highlight goal achievement, and shape content for the NEASC report.

The Strategic Steering Committee met to begin discussing the NEASC 5 Year Interim Report. There are two documents attached to provide reference and content of the discussion:

1. Procedures for Interim (Fifth-Year) Reports
2. Student Achievement and Success document

The Steering Committee brainstormed possible alignment and areas of responsibility and drafted the following:

Standard	Area of Responsibility
1- Mission & Purpose	Executive Committee
2- Planning & Evaluation	Executive Committee & Office of Research and Planning
3- Organization & Governance	Executive Committee
4- The Academic Program	Goal Team 2 & 3
5- Faculty, Teaching, Advising	Goal Team 2 & 3
6- Students, Admissions, Retention & Graduation Rates	Goal Team 2 & 3
7- Library & Other Information Resources	Library
8- Physical & Technological Resources	Facilities & Information Technology
9- Financial Resources	Administration & Finance
10-Marketing-Communications	Marketing & Communications
11-Integrity	Executive Committee

A meeting with Marketing Communications will be schedule to address the following:

1. Development of a NEASC Companion webpage. Ideally this page will enhance the work of the strategic planning teams and demonstrate alignment among the goal team progress and the NEASC challenges identified in the accreditation report.
2. Development of a “What’s Your Mission” campaign. Ideally, students, faculty, and staff will engage in a “mission slam” as well as other mission related activities during the month of February. The campaign will be launched in January 2014, the actives implemented in February 2014, and a new mission statement draft prepared for review in March 2014. The Executive Committee met on November 13th and discussed the roll-out and related activity.

November 19, 2013

3. Initial planning meetings with Steering Committee Chair, Ellen Grondine and the Marketing Department are scheduled to begin in December 2013.

In addition to goal team and NEASC standard alignment, the 5th year report template indicates that we are required to select a focus to our response (please see Format, #6, a.,b., & c) and create a 15-20 page reflective essay with supporting data.

After much discussion it was determined that we will work toward answering:

6b. Assessment of Student Learning- “what and how students are learning”
(The Academic Program, 4.48-4.54)

6c. Measures of Student Success, including Retention and Graduation
(Students, 6.5-6.9)

We also may try and address section 6a- at the conclusion of the essay.

Finally, we reviewed the data tables and additional requirements of the report, and were pleased to find that Ellen Wentland has been collecting and reporting data related to the reporting structure as outlined in the document. The information related to program review, program outcomes & assessment, will be posted on the NEASC webpage in spring 2014 so that goal teams and interested participants can access this information readily.