

NEASC Team Leaders Meeting Minutes
October 20, 2014
3:30-4:30pm
Room SC106

Present: Terry Cargan, Maria Carles, Tillie Delvecchio, Steve Fabbrucci, Tom Fallon, Michael Hearn, Jennifer Jackson-Stevens, Linda Meccouri, Heather Mores, Mark Reinhold, Janice Rogers, Steve Russell, Wendy Shaffer, Gail Stuart, Ron Taber, Kim Waligora, and Judy Zubrow

Not Present: Jeff Bickford, Deirdre Budzyna, Amy Callahan, Mary Chatigny, Tina Favara, David Gingerella, Bill Heineman, Habib Maagoul, Dawna Perez, Kristen Quinn, Stephanie Wares

Recorder: Cathy Lavery

Wendy Shaffer and Mark Reinhold welcomed everyone.

Report Outs: The meeting began with everyone taking turns to update the group as to their progress on each of the standards. Each standard leader spoke about what they were doing and how they were progressing on their Standard.

There were questions regarding exactly what was supposed to be written in each Standard and Wendy explained that it was two-fold:

- 1) Address any significant changes since the comprehensive evaluation, and
- 2) Discuss how the institution continues to meet the Standard.

To help with this Wendy will again send everyone some helpful materials (such as the PowerPoint presentation from NEASC VP Dr. Tala Khudairi's visit in August as well as the Procedures for Writing the Fifth Year Report) and Wendy will also develop a Quick One Page Fact Sheet for reference. Together, these should help answer questions and give guidance in writing the standards.

There was also brief discussion on updates to the E-Series (primarily learning outcomes) and the S-Series (various statistical information) forms and that they should be done by November.

Formatting: The final Report will be professionally produced; however, for the purposes of the drafts, everyone is asked to use **Calibri font in an 11-point single space with one inch margins** all around.

Posting Drafts to the Website: Based on a meeting with staff in Marketing Communications, it was decided that drafts for posting should be sent to Cathy Lavery who will upload them to the website. The college community will have access to review these materials and provide feedback to the individual team authors through an email "pop-up" that will be generated. This way, individuals providing feedback will be able to comment directly to the author(s) eliminating any need to monitor the website for possible inappropriate comments. **Everyone was asked to send to Wendy, by the first week in November, the name and email address of the person for each standard who should receive the feedback.**

Timelines: Drafts of Forms should be ready by the end of October. Drafts of most Standards (with the exception of Standards 4, 5, and 6) should be ready for posting onto the website by Thanksgiving, and the Reflective Essay Draft by December 15. Review, comment, and editing, etc. are expected to be done from January through March as well as additional writing of others sections of the Report (including Special Emphasis Areas, Institutional Plans, etc). A final draft will be sent to NEASC around the end of March for feedback. The actual Report is due to be submitted in August 2015.

The next meeting of the NEASC Team Leaders will be held on Tuesday, November 4 at 4:00pm in Room SC106. If anyone wants/needs to meet with Wendy or Mark in addition to these monthly meetings, please just let them know.