

NEASC Team Leaders Meeting Minutes
September 23, 2014
3:00-4:00pm
Room SC106

Present: Jeff Bickford, Amy Callahan, Maria Carles, Tillie Delvecchio, Tom Fallon, Tina Favara, David Gingerella, Michael Hearn, Jennifer Jackson-Stevens, Bill Heineman, Habib Maagoul, Linda Meccouri, Dawna Perez, Kristen Quinn, Mark Reinhold, Janice Rogers, Wendy Shaffer, Kim Waligora, Stephanie Wares, and Judy Zubrow

Not Present: Deirdre Budzyna, Terry Cargan, Mary Chatigny, Steve Fabbrucci, Heather Mores, Steve Russell, Gail Stuart, Ron Taber, and Ellen Wentland

Recorder: Cathy Lavery

Wendy Shaffer and Mark Reinhold welcomed the group and all present introduced themselves and stated the Standard they are working on.

Each section of the Fifth-Year Report was identified: Cover Page (1 page), Introduction (1page), Institutional Overview (1 page), Areas Identified for Special Emphasis (4 pages), 11 Standards (1 – 1.5 pages each; Standard 4, 3-4 pages), Reflective Essay (15 – 20 pages), Institutional Plans (3 pages), and Appendix (forms and additional administrative documents).

The areas of “Special Emphasis” were identified by NEASC in the college’s award letter. We need to identify our success in:

- 1) Transitioning to a new president while maintaining strong governance, planning, and advancement capabilities; and
- 2) Ensuring sufficient numbers of faculty to serve increased student enrollments.

Dawna Perez is writing the Reflective Essay section of the Report that can encompass up to three areas: assessment, retention, and student success. From these, we will be focusing our efforts on two areas: Assessment of Student Learning: ‘what and how students are learning;’ and Measures of Student Success, including Retention and Graduation. Sections from Standards Four and Six will be pulled from to help write the essay. A draft is expected to be completed by December 15th.

Ellen Wentland has been responsible for completing E-Series forms and those will soon be posted to the Institutional Research (IR/TFallon) website along with the S-Series forms which are expected to be completed by the end of October.

Additionally, Tom Fallon has the NEASC 2010 template on the IR website and as he receives material he will post the updates on the forms.

Bill stressed the importance of these forms and emphasized that we need to use the most recent data to support the (significant) changes since the comprehensive evaluation and show how the institution continues to meet the Standards.

If anyone would like to add to their individual team members and/or needs additional help, Mark Reinhold noted that Steve Slaner and John Sabbagh have volunteered to participate in this NEASC Fifth-Year Interim Report process.

It was decided that each draft Standard would be posted to the NEASC page of the website. With that, each Standard Team Leader needs to appoint one person from that Standard who would be given access rights to update that page on the website. Team Leaders were asked to email Wendy with the name of the person and Standard number, so she can send the list to Marketing and Communications for them to given access rights. Jeff Bickford recommended that a comments section be put at the bottom of each Standard on the website. (Follow-Up since the meeting: Wendy and Cathy will be meeting with Marketing staff to ensure that the site can receive feedback on the drafts from the college community. More information on this to follow at the next meeting.)

Each Standard was reviewed and special attention was noted about the strengths and challenges that were highlighted in the 2010 comprehensive self-study. Bill noted that in writing the response to the 11 Standards, to keep in mind that if we said in the 2010 Self-Study that we would do something, state whether or not we did it in both strengths and challenges. If we did something instead, then state that. It was also noted that at the President's General Staff meeting (9/29), Lane was planning on leading an exercise on the mission statement that would garner additional feedback and move the needle on that activity forward.

David Gingerella mentioned that Frank Dushame had to step down as a Team Leader for Standard Eight.

With respect to timelines, forms should be drafted and ready for review by the end of October. Final drafts of the Standards should be ready for posting onto the website by Thanksgiving and the Reflective Essay by December 15. Review, comment, editing, etc. are expected to be done in February and March, and 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 Monday, October 20 from 3:30-4:30pm in Room SC106. If anyone wants/needs to meet with Wendy or Mark in addition to these monthly meetings, please just let them know.