

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

May 17, 2011

Brooklyn Campus, Pratt 619  
C.W. Post Campus, Library 355

Present

Fran Bonsignore, Margaret Boorstein, Beth Carson, Claude Cheek, Liz Ciabocchi, David Cohen, Margaret Cuonzo, Rutesh Dave, Gabrielle Eskin, Victoria Fabish, Paul Forestell, Heather Gibbs, William Gustafson, Gale Haynes, Jeffrey Kane, Lori Knapp, Mary M. Lai '42, Nardy Madera, Harvey Maldow '67, Kathy Morley, Theresa Mall Mullarkey, Daniel Rodas, Gladys Schrynemakers, Edward Shorin H'99, Diana Thompson, Jaime Tomeo

Unable to attend

Robert F. Arning '84, Joan Bartolomeo '77, Samantha Bishal, Sylvia Blake, Michael Devine '68, Thomas Fahy, Ashraf Garrett, Joshua Ritts, David Taft, Helen Thompson, Veronica Vega

Discussion

Recap of Visit from Dr. Barbara Loftus

Committee Co-Chairs Lori Knapp and Heather Gibbs reminded the committee members that Dr. Barbara Loftus, the University's Middle States Liaison, strongly encouraged the University to organize its Self-Study Report in as simple and straightforward a fashion as possible. Additional advice included paying special attention to compliance issues and the "fundamental elements" of each of the 14 Middle States standards. With regard to the Research Questions, Dr. Loftus stated that the four Working Groups should focus their energies primarily on gathering evidence that already exists at the institution, as opposed to creating new sources of evidence. Following that process, the Drafting & Oversight Committee must engage in a "gap" analysis to determine what additional evidence must be found or developed. Once those additional evidence needs are determined, those documents should be gathered during the fall 2011 semester. By the end of the fall 2011 semester, the gathering of data should be complete and recommendations can be developed at that time.

Data / Documents / Evidence

Each Working Group has identified an individual who is serving as an "Evidence Steward" for that particular group. The Evidence Stewards are currently gathering documents which the Chair(s) of the Working Groups had previously included in the preliminary list for the Inventory of Support Documents. May 20, 2011, is the deadline for Evidence Stewards to submit documentation to Gabrielle Eskin in the Office of Academic Affairs. These documents will be tagged and uploaded to the SharePoint site by June 1, 2011. Once the current documentation is gathered, the Working Groups will move forward with determining what additional evidence is needed in order to answer the Research Questions. Brooklyn Campus Provost Gale Haynes suggested that each Working Group should conduct its own "gap analysis," allowing the Working Groups to identify for

themselves any additional needs for data. A University-wide “Gap Analysis” Group will review and finalize each group’s analysis. When submitting documentation, Working Group members are encouraged to provide enough evidence to sufficiently answer the question. This may be a sample of committee minutes, or a section of minutes, depending on the question being answered.

### Timetable

Going forward, the Drafting & Oversight Committee will meet twice per semester, allowing sufficient time for the Working Groups to conduct their research, prepare draft outlines, and eventually, draft sections of the report. By July 5, 2011, Working Group Chairs will submit their list of sources of evidence, the actual documents from this list, and their “gap analysis” findings to Dr. Knapp and Ms. Gibbs. The “Gap Analysis” Working Group will issue a written report assessing each Working Group’s evidence sources by July 15, 2011. Working Groups will revise their document list based on that report and will continue to work through the summer. At the same time, data requests will begin to be submitted to the Office of Institutional Research.

Phase two documents must be submitted to the Evidence Stewards by July 15, 2011, so that they can be tagged and uploaded to SharePoint by August 15, 2011. By mid-November, each Working Group will upload a preliminary draft outline for each chapter or sub-chapter to the SharePoint site. The first draft of each chapter report will be uploaded to SharePoint by February 1, 2012, and the first draft of an integrated Self-Study Report should be complete by April 27, 2012.

### SharePoint

Gabrielle Eskin explained the workflow process for submitting documentation. Working Group members will submit their sources of evidence, along with a completed Document Checklist, to the designated Evidence Steward for their Working Group. The Evidence Steward will collect the documents and forward them to Ms. Eskin, who will review the documents and edit the Inventory of Support Documents accordingly. Ms. Eskin will send the information to Vicki Fabisch from Institutional Research, who will tag each document and upload it to the SharePoint site. SharePoint has additional functionalities, including a calendar which integrates with personal calendars through Microsoft Outlook, e-mail alerts, and a task designation function.

### Next steps:

- The Drafting & Oversight Committee will meet next on October 14, 2011, and November 18, 2011.
- Dr. Knapp and Ms. Gibbs to update the self-study timetable by the end of May, 2011.
- Any suggestions or comments to data/evidence procedures should be sent to Dr. Knapp and Ms. Gibbs within two days.