

# **RASC Briefing: Preparing the Draft of the NJIT Self Study**

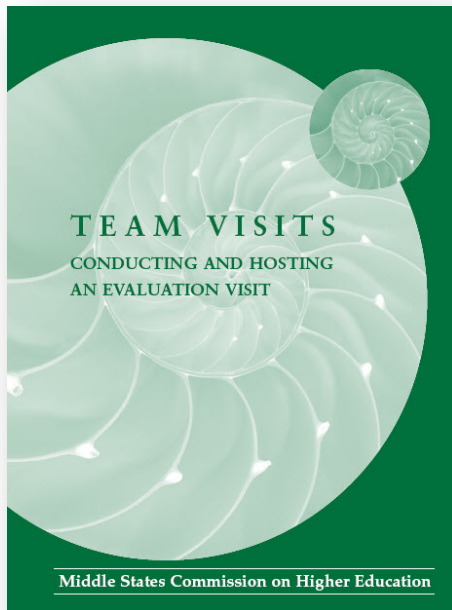
**RASC Members: Robert Barat, Edward Bishof, Joel Bloom, Fadi Deek, Perry Deess, Norbert Elliot, Tony Howell, Katia Passerini, Judith Redling, Richard Sweeney. Robert Clark (Consultant). Ewa Solarz (Assistant)**

**September 6, 2011**

# Overview

- **The Timeline for 2011-2012**
- **The Draft Final Report**
- **The Digital Archive**
- **The Preliminary Visit of the Team Chair**
- **The Process of Gathering Evidence**

# Timeline: From Chair Appointment to Team Visit



## From the Chair's Appointment to the Team Visit

### 9 - 12 months before the visit

The Chair accepts the appointment.

### within 2 weeks after Chair appointment

The Commission mails confirmation, publications, and information regarding visits to off-campus sites to the Chair and the institution.

### within 1 month after Chair appointment

The Chair and the institution set dates for the Chair's preliminary visit, the team visit, and a document review for a selected topics self-study. The institution and the Chair develop an agenda for the Chair's preliminary visit. The institution notifies the Commission of the team visit dates.

### within 1 month after Chair appointment

Commission staff begin to assemble the visiting team. The institution makes preliminary arrangements for accommodations for the team. Two weeks before the Chair's preliminary visit, the institution sends the Chair a draft of the self-study report. For selected topics self-studies with document review scheduled at the time of the Chair's preliminary visit, a document roadmap is sent at the same time to document reviewers.

### 4 months before full team visit

The Chair makes a preliminary visit to discuss campus readiness, practical arrangements, visits to off-campus sites, the team roster, contact information, agenda for team visit, arrangements for interviews, and an oral exit interview at the conclusion of the team visit. If the institution so elects, a document review for a selected topics self-study may occur simultaneously.

### Immediately after Chair's preliminary visit

The Chair and Commission staff discuss any concerns relating to the team roster, the self-study report, and other matters.

### Two months before team visit

The Chair notifies team members of practical arrangements for travel, etc., and the institution works with team members to finalize arrangements.

### At least 6 weeks before team visit

Staff finalizes the roster of the visiting team.

### Fall prior to team visit

New Chairs and evaluators attend orientation sessions sponsored by the Commission.

### 6 weeks before visit

Team members receive publications from the Commission, self-study documents from the institution, and assignments from the Chair. For selected topics, document reviewers receive a roadmap of documents, if the document review is scheduled for the time of the team visit.

### Before team visit

Team members review Commission standards and the entire self-study, prepare analyses and questions, advise the Chair of requests for on-campus interviews, advise the institution of requests for additional information or documents, prepare questions for the campus visit, and may prepare a draft report.


# Updated Timeline: On Target

Task	Start	End
Submission of self-study design to Liaison	March 9, 2010	April 6, 2010
Working groups gather data/reports	April 1, 2010	January 1, 2011
Working groups draft and submit report to RASC	January 1, 2011	April 30, 2011
Working groups receive requests for revisions	April 30, 2011	May 31, 2011
Working groups submit final report	June 1, 2011	July 1, 2011
RASC drafts self study report	July 1, 2011	September 6, 2011
Campus community reviews draft	September 19, 2011	September 30, 2011
NJIT governing board reviews draft	September 19, 2011	November 3, 2011
Draft is near final	October 1, 2011	October 10, 2011
Team chair receives finalized draft	October 11, 2011	October 12, 2011
Team chair visits	November 8, 2011	November 10, 2011
Self-study report finalized and sent to evaluation team	November 11, 2011	February 13, 2012
Evaluation team visit to NJIT	April 1, 2012	April 4, 2012

# The Digital Archive: In Development

DIGITAL ARCHIVE			
1 <u>STANDARD 1</u> <input type="checkbox"/>			
ITEM#	AUTHOR	TITLE	REFERENCE DETAILS (Location, Publisher, Date, etc.)
1	<a href="#">Academic Analytics</a>	<a href="#">"Faculty Scholarly Productivity Index"</a>	<a href="#">The Chronicle of Higher Education (2007). Web.</a>
2	<a href="#">Altenkirch, Robert</a>	<a href="#">Campus Gateway Project</a>	<a href="#">Newark, NJ: NJIT, 2006. Web.</a>
3	<a href="#">Altenkirch, Robert</a>	<a href="#">Landscape Master Plan</a>	<a href="#">Newark: NJIT, 2005. Web</a>
4	<a href="#">Altenkirch, Robert</a>	<a href="#">NJIT Strategic Plan: 2004-2010</a>	<a href="#">Newark: NJIT, 2004. Web.</a>
5	<a href="#">Altenkirch, Robert</a>	<a href="#">NJIT Strategic Plan 2010-2015</a>	<a href="#">Newark: NJIT, 2010. Web.</a>
6	<a href="#">Altenkirch, Robert</a>	<a href="#">The NJIT ViSTa Strategic Planning Model</a>	<a href="#">Newark: NJIT, 2002. Web.</a>
7	<a href="#">Altenkirch, Robert</a>	<a href="#">Update on Campus and Neighborhood Enhancements</a>	<a href="#">Newark: NJIT, April 2008.</a>
8	<a href="#">Bishop, Ed, Kathy Kelly, David Wilson, et al.</a>	<a href="#">Project Orbit</a>	<a href="#">Newark: NJIT, 2010. Web</a>

# Preliminary Visit of the Team Chair



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### Dr. Robert E. Palazzo

Palazzo joined Rensselaer in 2002 and has served as the Director of the Center for Biotechnology and Interdisciplinary Studies at Rensselaer, as Professor and Chair of Biology at Rensselaer, and as a research scientist for the Wadsworth Center with the New York State Department of Health. His previous experience includes visiting professor at Harvard University Medical School, and a variety of roles with the University of Kansas where he Chaired the Department of Physiology and Cell Biology and served as Professor for the Department of Molecular Biosciences. Prior to his work in Kansas, Palazzo was as an assistant scientist/principal investigator at the Marine Biological Laboratory in Woods Hole, Massachusetts and conducted four years of post doctorate research at the University of Virginia's biology department. An active contributor to his field, Palazzo has served as the President of the Federation of American Societies for Experimental Biology (FASEB) which represents 22 basic biomedical research societies and more than 90,000 scientists. He served as Chair of the Science Advisory Council and as ex officio member of the Board of Trustees for the Marine Biological Laboratory. He has also served as a panelist or as member of various committees for a variety of organizations throughout his career, including the American Society of Biochemistry and Molecular Biology (ASBMB), the American Society for Cell Biology (ASCB), the Marine Biological Laboratory (MBL), the National Cancer Institute (NCI), the National Science Foundation (NSF), and the National Institutes of Health (NIH). Palazzo served as an editorial board member of *Biology of the Cell* for five years and spent seven years on the editorial board of *Cell Motility and the Cytoskeleton*. Palazzo's honors include a Junior Faculty Research Award from the American Cancer Society, a National Research Service Award from the NIH, and a number of fellowships. He is a member of many professional societies, such as American Association for the Advancement of Science, American Society for Biochemistry and Molecular Biology, and the American Society for Cell Biology.



# Preliminary Visit of the Chair

Draft Agenda: NJIT Preliminary Visit: November 8-10, 2011

Day before Preliminary Visit: November 8, 2011

	Arrive by car
	Review Hotel accommodations and conference spaces

Day of Preliminary Visit: November 9, 2011

8:30 – 9:00 a.m.	Meeting with President
9:10 – 9:40 a.m.	Meeting with Professional Staff
9:50 – 10:30 a.m.	Meeting with Steering Committee (and assessment consultation)
10:45 – 11:30 a.m.	Meeting with Faculty
11:40 – 12:10 p.m.	Meeting with President's Senior Leadership
12:15 – 1:15 p.m.	Lunch with Students
1:30 – 2:00 p.m.	Meeting with Academic Leadership-Dean's and others as relevant
2:15 – 2:45 p.m.	Meeting with Governing Board/Trustees
2:50 – 3:30 p.m.	Conclusion with Steering Committee

# Process of Gathering Evidence

- **What is our mission, how has it driven our actions, and how do we assess those actions in terms of mission fulfillment?**
- **What is the level of mission penetration and consistency?**
- **Are the resources available now to support mission fulfillment?**
- **What plans are in place to support mission fulfillment in the future?**