Middle States Commission on Higher Education NJIT Self Study: Rapid Assessment and Steering Committee Charge Meeting

Presentation to Working Groups
October 26, 2009
Hosts:
Robert Barat, Edward Bishof, Joel Bloom, Fadi Deek, Perry Deess, Norbert Elliot, Tony Howell, Marguerite Schneider, Richard Sweeney, Steve Tricamo; Ewa Solarz, Assistant
Rapid Assessment and Steering Committee Coordination

- Robert Barat
- Edward Bishof
- Joel Bloom
- Fadi P. Deek
- Eugene P. Deess
- Norbert Elliot
- Tony Howell
- Marguerite Schneider
- Richard Sweeney
- Steve Tricamo
Agenda

1. Welcome: The NJIT Community and the MSCHE Self Study Process  
   Norbert Elliot, Steve Tricamo
2. Strategic Planning, Accountability, and the MSCHE Process  
   Robert A. Altenkirch
3. Overview of the MSCHE Study Design  
   Norbert Elliot
4. The Study Design Questions  
   Marguerite Schneider, Robert Barat, Richard Sweeney
5. The Membership of the Seven Working Groups  
   Fadi P. Deek, Edward Bishof, Tony Howell
6. The Role of Institutional Research  
   Perry Deess
7. The Timeline: Fall 2009 through Spring 2012  
   Steve Tricamo
8. The Fall 2009 Agenda: Two Required Meetings and the NJIT Meeting Template  
   Norbert Elliot
9. Preparing the Self Study Design and Launching the Self Study Process: Discussion  
   Committee Chairs, Co-Chairs, Advisors, and Rapid Assessment and Steering Committee
1. Welcome: The NJIT Community and the MSCHE Self Study Process
Norbert Elliot, Steve Tricamo

• Community
• Design
• Evidence
• Renewal
2. Strategic Planning, Accountability, and the MSCHE Process

Robert A. Altenkirch

University Strategic Plan & MSCHE: Resonance
3. Overview of the MSCHE Study Design
Norbert Elliot
Critical Background Materials

**Contents of the Binder**

- Middle States Committee Structure
- Middle States Charge Questions for the Seven Working Groups
- Blank Meeting Form Template
- Committee Membership Specific to Group: NJIT Meeting Template for Meeting 1
- Charge Questions Specific to Group: NJIT Meeting Template for Meeting 2

**Contents of the Flash Drive**

- **In Folder Labeled: NJIT Materials**
  - Core Middle States Committee Structure in MS Word
  - Core Middle States Committee Structure in Excel
  - Middle States Charge Questions for the Seven Working Groups
  - Blank NJIT Meeting Template
  - Committee Membership Specific to Group: NJIT Meeting Template for Meeting 1
  - Charge Questions Specific to Group: NJIT Meeting Template for Meeting 2
  - NJIT Middle States Self Study Design, January 2001
  - An Emerging Presence: Self Study and Strategic Plan, 2002
  - Middle States Periodic Review Report, 2007
  - External Reviewer’s Report
  - A Strategic Planning Process for NJIT
  - Strategic Priorities and Objectives, Fall 2009

- **In Folder Labeled: MSCHE Materials**
  - 90th Anniversary 1919-2009: Middle States Commission on Higher Education
  - Characteristics of Excellence in Higher Education- 2009 Online Version
  - Assessing Student Learning and Institutional Effectiveness: Understanding Middle States Expectations
The NJIT Self Study Design Model

- Research-based
  - What questions will each of the 7 working groups pose and answer to address the Commission's 14 accreditation standards?

- Evidenced-based
  - What are the existing and needed documents and studies that must be produced for accreditation?

- Objectives-based
  - Will the orientation of our major objectives be reflective, documentary, or progressive?

- Document-based
  - What will the chapters of the study design and final report look like?

- Shareholder-based
  - Who are the audiences for our work?

- Milestone-based
  - What timelines will ensure a robust meeting, drafting, reviewing, and finalizing of the final report?

- Future-oriented
  - What will be the impact of our design and report when the present accreditation cycle is completed?
4. The Study Design Questions
Marguerite Schneider, Robert Barat, Richard Sweeney

• Research Question Design
• Review of the Questions
### At the Present Time: The NJIT Self-Study Research Question Design

<table>
<thead>
<tr>
<th>NJSHE Standard</th>
<th>Identify the key components of the standard that are most relevant to the institution's own goals and activities</th>
<th>Determine how this standard relates to other standards and the Seven NJIT Groups</th>
<th>What assessment has occurred in this area?</th>
<th>What improvements should we consider?</th>
<th>Analytic Charge Questions for the Seven NJIT Groups</th>
<th>What existing documents can be used (and cited) to fulfill this Charge?</th>
<th>What new research, if any, should be undertaken during the self-study?</th>
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Example—Standard 2: Planning, Resource Allocation, and Institutional Renewal

1. How does the institution design its strategic planning process?
2. How does the institution assess its success in meeting its strategic priorities and objectives?
3. What new strategic priorities, objectives, and metrics have been developed since the 2002 self study regarding the allocation of resources?
4. Has the institution's planning process—as opposed to the elements of the strategic plan—changed since the 2002 self study? If the process has evolved, what has the impact of that process?
5. How do NJIT's major constituencies inform the planning process?
6. How are differences in perspectives among constituencies included in strategic planning?
7. Does NJIT use the results of strategic planning to initiate renewal?
8. How might the strategic planning, resource allocation, and assessment processes at NJIT be made more sustainable?
9. How might the strategic planning, resource allocation, and assessment processes at NJIT be made more transparent?
10. How is NJIT's strategic planning process integrated with its budget planning process?
11. In that the institution's emerging strategic priorities and objectives evolve over time, what processes and controls are in place to assure that resources are allocated in a manner which is fair and equitable to the entire NJIT community?
12. What external, environmental issues require increased attention?
13. What internal, community-based issues require increased attention?
5. The Membership of the Seven Working Groups
Fadi P. Deek, Edward Bishof, Tony Howell

- Chairs and Vice Chairs
- Seven Working Groups
- Committee Membership
The Seven Working Groups

- **Group 1: The NJIT Mission: Commitment to the Pursuit of Excellence**
  - Standard 1: Mission and Goals
    - Chair: Nancy Coppola
    - Vice Chair: Sanchoy K. Das
    - Advisor: Joel Bloom
    - Advisor: Fadi P. Deek

- **Group 2: The NJIT Strategic Planning: The Resource Allocation Process**
  - Standard 2: Planning, Resource Allocation, and Institutional Renewal
  - Standard 3: Institutional Resources
    - Chair: Gabrielle Esperdy
    - Vice Chair: Nancy Jackson
    - Budget Advisor: Edward Bishof
    - Risk Management Advisor: Nicholas P. Tworischuk
    - Budget Advisor: Edward Bishof
    - Risk Management Advisor: Nicholas P. Tworischuk
    - Chair: Gabrielle Esperdy
    - Vice Chair: Nancy Jackson
    - Budget Advisor: Edward Bishof
    - Risk Management Advisor: Nicholas P. Tworischuk

- **Group 3: The NJIT Leadership Process: Institutional Constituencies and the Assurance of Integrity**
  - Standard 4: Leadership and Governance
  - Standard 5: Administration
  - Standard 6: Integrity
    - Chair: Dale Gary
    - Leadership and Governance Advisor: Sunil Saigal
    - Quality Improvement and Institutional Constituency Advisor: Richard Sweeney

- **Group 4: Educational Outcomes: The Measurement of Learning Ability**
  - Standard 7: Institutional Assessment
  - Standard 14: Assessment of Student Learning
    - Chair: John K. Bechtold
    - Vice Chair: Katia Passerini
    - Institutional Research Advisor: Eugene P. Deess
The Seven Working Groups

• **Group 5: Admission and Retention: Designing the Student-Centered Campus**
  - Standard 8: Student Admission and Retention
  - Standard 9: Student Support Services
    - Chair: Sui-Hoi (Edwin) Hou
    - Vice Chair: Barry Cohen
    - Advisor: Tony Howell

• **Group 6: Faculty: A Tradition of Instruction, Research, and Service**
  - Standard 10: Faculty
    - Chair: Robert Barat
    - Vice Chair: David Mendonça
    - Advisor: Marguerite Schneider

• **Group 7: Curriculum: Evidence-centered, Research and Professional-based Instruction**
  - Standard 11: Educational Offerings
  - Standard 12: General Education
  - Standard 13: Related Educational Activities
    - Chair: Robert Friedman
    - Vice Chair: Taha F. Marhaba
    - Curriculum Advisor: Stephen J. Tricamo
    - eLearning Advisor: Gale T. Spak
6. The Role of Institutional Research
Perry Deess

• Central Point for Information
• Verifying
• Managing
• Monitoring
• Reporting
7. The Timeline: Fall 2009 through Spring 2012

Steve Tricamo

- Invention: Fall 2009-Spring 2010
- Arrangement: Fall 2010-Spring 2011
- Delivery: Fall 2011-Spring 2012
Time Line: Fall 2009-Spring 2010

- **Summer 2009**
  - MSCHE reminds institution of the pending evaluation and invites it to the The Self-Study Institute.

- **Fall 2009**
  - Self-Study Institute held to orient institutions beginning self-study.
  - Steering Committee Chair(s) and members chosen.
  - MSCHE staff liaison schedules self-study preparation visit to the institution.

- **Spring 2010**
  - Institution chooses its self-study model.
  - Institution determines types of working groups that will be needed.
  - Draft self-study Design finalized, including charge questions for working groups.
  - MSCHE staff liaison conducts self-study preparation visit.
  - Staff liaison approves institution's self-study design.
Time Line: Fall 2010-Spring 2011

- **Fall 2010**
  - Steering Committee oversees research and reporting by working groups.
  - Working groups involve community.
  - Working groups submit reports.
  - MSCHE selects the evaluation team Chair, and the institution approves the selection.
  - Chair and institution select dates for team visit and for the Chair's preliminary visit.
  - Institution sends a copy of the self-study design to the team Chair.

- **Spring 2011**
  - MSCHE selects evaluation team members, and the institution approves the selection.
  - Steering Committee receives drafts text from working groups and develops a draft self-study report.
Time Line: Fall 2011-Spring 2012

• Fall 2011
  – Campus community reviews draft self-study report.
  – Evaluation team Chair reviews draft self-study report.
  – Institution's governing board reviews draft self-study report.
  – Institution sends draft self-study report to evaluation team Chair, prior to Chair's preliminary visit.
  – Team Chair makes preliminary visit at least four months prior to team visit.
  – Institution prepares final version of the self-study report.

• Spring 2012
  – Institution sends final report to evaluation team and to MSCHE at least six weeks prior to team visit.
  – Team visit
  – Team report
  – Institutional response

• Summer-Fall 2012
  – Committee on Evaluation Reports meets
  – Commission action
8. The Fall 2009 Agenda: Two Required Meetings and the NJIT Meeting Template
Norbert Elliot

- The NJIT Meeting Template
- Meeting 1: Confirm and Populate Working Groups
- Meeting 2: Validate and Refine Charge Questions
9. Preparing the Self Study Design and Launching the Self Study Process: Discussion Committee Chairs, Co-Chairs, Advisors, and Rapid Assessment and Steering Committee