



## NJIT Self Study: Middle States Commission on Higher Education Meeting Documentation

### Part 1. Attendance

<b>Committee Number:</b>	Group 3: The NJIT Leadership Process: Institutional Constituencies and the Assurance of Integrity
<b>MSCHE Standard Addressed:</b>	Standard 4: Leadership and Governance Standard 5: Administration Standard 6: Integrity
<b>Meeting Date:</b>	2010 April 21
<b>Meeting Time:</b>	1:00-2:30 PM
<b>Meeting Location:</b>	590 Fenster
<b>Chair:</b>	Dale Gary
<b>Vice-Chair:</b>	Vincent Oria
<b>Committee Advisors:</b>	Richard Sweeney (absent)
<b>Committee Members Present:</b>	Jean Feeney, Lenny Kaplan, Asokan Anandarajan, Andrew Sohn, Matthew Anderson, Bruce Bukiet, Clarisa Gonzales, Jonathan Curley, Georgeen Theodore, Sunil Saigal, Marybeth Boger, Hindy Schachter, Leroy Thomas, George Abdou
<b>Committee Members Excused:</b>	Ellen Lerner, Bob Dresnack, Richard Sweeney, Nick Tworishuck, Morty Kwestel, Victor Mwangi
<b>Committee Guests:</b>	None
<b>Meeting Purpose:</b>	To finish with document identification and begin verification that the documents are those needed to answer each question.

### Part 2: Agenda

<b>Agenda Items</b>	
1:	Welcome and Discussion of Task
2:	Complete the review of questions 3.5-3.13 that were not finished at previous mtg.
3:	Review documents and links to verify completeness and suitability for task.

4:	Discuss need for optional 6 <sup>th</sup> meeting, scheduled for Apr. 27
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### Part 3: Discussion of Agenda

Discussion on Agenda Items	
<b>1: Discussion of Task</b>	No discussion
<b>2: Complete the review of questions 3.5-3.13 not finished at previous meeting</b>	We ended up just going in order through the questions, i.e. proceeding to agenda item 3.
<b>3: Review documents and links to verify completeness and suitability for task.</b>	We went in detail through each question, examining the documentation identified prior to the meeting and in some cases either identifying new documents or providing action items for individual members to locate documentation (see action item list below). We got through question 3.14, about 2/3 of the total.
<b>4: Discuss need for optional 6<sup>th</sup> meeting, scheduled for 27 Apr.</b>	We briefly discussed the need for an additional meeting, and decided to proceed with it. We will complete the remaining questions and also go through the action items from the current meeting and update the list.

### Part 4: Action Items from Agenda

Action on Agenda		Individual Responsible
1	Talk to Jim Robertson about changing links and timescale	Dale Gary
2	Q3.0 1965 Act of Legislature	Jean Feeney
3	Q 3.2 Check with Office of Advancement re: role of advisory boards in fund raising	Clarisa Gonzalez
4	Q3.2 Ethics office documents	Jean Feeney
5	Q3.3 Bios of Board of Trustees and Governors policy for appointment of trustees	Clarisa Gonzalez
6	Q3.4 Comprehensive Campaign summary	Clarisa Gonzalez
7	Q3.4 Initiative with Architecture and City	Georgeen Theodore
8	Q3.5 Look for policies regarding mentoring in P&T process	Georgeen Theodore
9	Q3.7 Check with Holly Stern about documentation for	Jean Feeney

	speaking at a board of trustees meeting	
10	Q3.8/3.9 Previous org charts (esp. 2002)	Leroy Thomas
11	Q3.8 Council of Graduate Schools pamphlets	Clarisa Gonzalez
12	Q3.14 Library committee re: integrity	George Abdou
13	Q3.14 New faculty/hires orientation	Jean Feeney

**Part 5: Remaining Questions**

<b>Questions to be Answered</b>		<b>Individual Best Able to Provide Answers</b>