



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

Part 1. Attendance

Committee Number:	Group 3: The NJIT Leadership Process: Institutional Constituencies and the Assurance of Integrity
MSCHE Standard Addressed:	Standard 5: Administration
Meeting Date:	2010 September 29
Meeting Time:	11:30 AM-1:00 PM
Meeting Location:	398 Fenster
Chair:	Dale Gary
Vice-Chair:	Vincent Oria
Committee Advisors:	Richard Sweeney (not present)
Committee Members Present:	Lenny Kaplan, Ellen Lerner
Committee Members Excused:	Hindy Schachter
Committee Guests:	None
Meeting Purpose:	Initial Standard 5 meeting for Fall 2010, to organize and begin answering Self-Study questions

Part 2: Agenda

Agenda Items	
1:	Welcome and discussion of task and schedule
2:	Check wording of questions against Self-Study document
3:	Check identified documents for completeness and usefulness
4:	Assess need for additional information/study by Institutional Research
5:	Identify time for next meeting

Part 3: Discussion of Agenda

Discussion on Agenda Items	
1: Discussion of Task	Discussion of schedule, attempt to describe what we need by Oct. 31
2: Check wording of questions against Self-Study document	All questions in working document agree exactly with wording of Self Study
3: Check identified documents for completeness and usefulness	We began this task, but it is not complete. A few additional documents and issues for some questions were identified, and entered into working document. Each member of subgroup will go through questions and compare notes by email.
4: Assess need for additional information/study by Institutional Research	No new studies were identified yet, but may be found after further work.
5: Identify time for next meeting	Next meeting set for Oct. 18, 11:30 am – 1 pm, Fenster 398

Part 4: Action Items from Agenda

Action on Agenda		Individual Responsible
1	Report on graduate enrollment needs, recruitment recommendations	Lenny Kaplan
2	Everyone go through documents for each question, compare notes by email	All
3		
4		
5		

Part 5: Remaining Questions

Questions to be Answered		Individual Best Able to Provide Answers
