



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

Part 1. Attendance

Committee Number:	Group 6: Faculty – A Tradition of Instruction, Research, and Service
MSCHE Standard Addressed:	Standard 10: Faculty
Meeting Date:	2010 April 12
Meeting Time:	11:30-1:00
Meeting Location:	4 th floor conference room – Central Avenue Building
Chair:	Robert Barat
Vice-Chair:	Marguerite Schneider
Committee Advisor:	Walter Konon
Committee Members Present:	R. Barat (chair), R. Caudill, F. Nadim, J. Sheft, L. Simon
Committee Members Excused:	J. Daniel, B. Haggerty, A. Hoang, B. Khusid, W. Konon (advisor), W. Rapp, M. Schneider (vice-chair), N. Steffen-Fluhr
Committee Guests:	P. Deess
Meeting Purpose:	To acquaint working group with final charge question wording, and to identify documentation needed to answer each question.

Part 2: Agenda

Agenda Items	
1:	Welcome and Discussion of Task
2:	Review of charge questions and documentation needed to answer them
3:	Identification of data and information sources to answer charge questions
4:	Agreement on likely material to be covered during the next meeting

Part 3: Discussion of Agenda

Discussion on Agenda Items	
1: Discussion of Task	The goal for today's meeting was briefly discussed.
2: Review of charge questions and documentation needed for answers	We discussed the first 13 of our 21 charge questions, including the final wording as well as sources of data. No assignments were made at this time, since attendance was less than 50%.
3: Identify data sources	For many of the questions, we agreed that surveys of key personnel, including deans and chairs, would be our primary data sources.
4: Perparation for 4th meeting	We agreed that the remainder of the charge questions and information sources will be the subject of the 4 th meeting, to be held before the end of April 2010.

Part 4: Action Items from Agenda

Action on Agenda		Individual Responsible
1:	Poll membership sufficiently ahead of next meeting to improve turnout.	R. Barat
2:	Discuss with vice-chair the issues arising from this meeting, especially final wording of charge questions.	R. Barat, M. Schneider
3:	Summarize the discussion on each charge question, and forward to the members prior to next meeting.	R. Barat

Part 5: Remaining Questions

Questions to be Answered		Individual Best Able to Provide Answers
1	The remaining 8 charge questions and their answer sources will be discussed at the 4 th meeting.	All members
2		
3		