Agenda

I. Introduction (Fadi Deek)

II. Overview (Perry Deess and Regina Collins)
   A. Self-study’s importance to NJIT
   B. Committees and Responsibilities
   C. Timelines

III. Evidence (Regina Collins)

IV. Miscellaneous (Perry Deess and Regina Collins)
   A. Working Group Reporting
   B. Resources
   C. Logistics
   D. Handout Review
Importance of the Self-Study to NJIT

• Engage all campus constituents in an inclusive and transparent self-appraisal process
• Reflect implementation of the university’s strategic plan and focus on continuous improvement
• Highlight the relationship between strategic planning and assessment
• Demonstrate how NJIT meets the MSCHE Standards for Accreditation – and ensures continued eligibility for Title IV funding
# Steering Committee

<table>
<thead>
<tr>
<th>Steering Committee Leadership</th>
<th>Co-Chairs: Perry Deess, Janice Daniel Fadi Deek, Provost &amp; Sr. Executive VP</th>
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<tbody>
<tr>
<td>Working Group 1 – Planning</td>
<td>Co-Chairs: Kevin Belfield, Yvette Wohn</td>
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<tr>
<td>Working Group 2 – Student Learning</td>
<td>Co-Chairs: Laurent Simon, David Horntrop</td>
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<td>Working Group 3 – Student Experience</td>
<td>Co-Chairs: Marybeth Boger, John Wolf</td>
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<tr>
<td>Working Group 4 – Faculty and Research</td>
<td>Co-Chairs: Moshe Kam, Georgeen Theodore</td>
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<td>Working Group 5 – Resources</td>
<td>Co-Chairs: Ed Bishof, Andrew Christ, Hindy Schachter</td>
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<td>Working Group 6 – Ethics and Integrity</td>
<td>Co-Chairs: Christine Li, Lisa Axe</td>
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<td>Working Group 7 – Governance and Leadership</td>
<td>Co-Chairs: Holly Stern, Andrew Klobucar</td>
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<tr>
<td>Working Group 8 – Compliance and Evidence Inventory</td>
<td>Co-Chairs: Ann Hoang, Regina Collins</td>
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<tr>
<td>Members At-Large</td>
<td>Amanda Azer (President, Student Senate)</td>
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<td>Ludvik Alkhoury (President, Graduate Student Association)</td>
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<td>Joseph Roman (Alumni Association)</td>
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<tr>
<td>Chapter</td>
<td>Section</td>
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<tr>
<td>Chapter 1: Planning</td>
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<td>Chapter 2: Student Learning</td>
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<td>Chapter 4: Faculty and Research</td>
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<td>Chapter 5: Resources</td>
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<td>Chapter 6: Ethics</td>
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<td>Chapter 7: Leadership</td>
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<td>Chapter 8: Conclusion and Looking Ahead</td>
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Accreditation Timeline 2019-2022

**We are here.**

1. **Fall 2019**
   - Appoint Self-Study Steering Committee
2. **Fall 2020**
   - Begin Self-Study Design
   - Appoint MSCHE Working Groups
   - MSCHE Working Groups collect data and identify gaps
3. **Spring 2020**
   - Self-Study Design submitted to MSCHE
4. **Fall 2020**
   - MSCHE Working Groups submit chapter outline & gap analysis for review
5. **Spring 2021**
   - MSCHE Working Groups submit draft Self-Study chapters for review
6. **Fall 2021**
   - Middle States Steering Committee reviews chapters
7. **Spring 2021**
   - MSCHE Working Groups submit final Self-Study chapters to Steering Committee
8. **Fall 2021**
   - Steering Committee creates cohesive final Self-Study; distributes for community review
   - Verification of Compliance Report submitted for review
9. **Spring 2022**
   - Self-Study reviewed by Team Chair
   - Self-Study revised based on Chair comments
   - Self-Study and Verification of Compliance submitted to MSCHE

**Accreditation Activities**

**Deliverables**

- Team Chair chosen by MSCHE
- MSCHE Working Groups analyze data, collect additional evidence and draft chapter
- MSCHE Working Groups submit draft Self-Study chapters to Steering Committee
- Middle States Steering Committee reviews chapters
- Verification of Compliance Report submitted for review
- Self-Study and Verification of Compliance submitted to MSCHE
## Self-Study Deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Responsible Group</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Self-Study Design Draft</td>
<td>Steering Committee Leadership Team</td>
<td>February 15, 2020</td>
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<tr>
<td>Final Self-Study Design document</td>
<td>Steering Committee</td>
<td>March 1, 2020</td>
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<tr>
<td>Initial Chapter Outlines with Evidence Reports and Gap Analysis</td>
<td>Working Groups</td>
<td>June 1, 2020</td>
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<tr>
<td>Steering Committee Feedback to Working Groups</td>
<td>Steering Committee</td>
<td>September 1, 2020</td>
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<tr>
<td>Working Group Progress Reports</td>
<td>Working Groups</td>
<td>September to December 2020</td>
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<tr>
<td>First draft of Chapters</td>
<td>Working Groups</td>
<td>December 15, 2020</td>
</tr>
<tr>
<td>Review and Feedback</td>
<td>Steering Committee</td>
<td>January 20, 2021</td>
</tr>
<tr>
<td>Final Self-Study Chapters</td>
<td>Working Groups</td>
<td>March 31, 2021</td>
</tr>
<tr>
<td>Self-Study Report Draft for Community Review</td>
<td>Steering Committee Leadership Team</td>
<td>September 15, 2021</td>
</tr>
<tr>
<td>Verification of Compliance</td>
<td>Working Group 8</td>
<td>September 15, 2021</td>
</tr>
<tr>
<td>Final Self-Study Report</td>
<td>Steering Committee Leadership Team</td>
<td>December 2021</td>
</tr>
<tr>
<td>Report and Evidence Uploaded to MSCHE</td>
<td>Steering Committee Leadership Team</td>
<td>February 2022</td>
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<tr>
<td>MSCHE Team Visit</td>
<td>All</td>
<td>March/April 2022</td>
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Evidence Inventory

Each Working Group should identify evidence for each assigned Standard/Criteria and Requirement, including:

• Documents
• Files
• Webpages
• Policies

Some evidence may apply to multiple Standards and Requirements
Submitting Evidence

Working Groups should coordinate with Working Group 8 to build the evidence inventory:

• Submit evidence and specify the Standard and/or Requirement to which that evidence applies

• In most cases, only a section or part of a document is being used in the text as evidence, submit the entire document AND the relevant excerpt separately

Working Group 8 will provide more detailed guidelines by the next meeting, including:

• File naming conventions

• Information on accessing the Evidence Inventory
Monthly Working Group Reporting

- What evidence will you need? (Provide the Standard and Criteria or Requirement and a description of the evidence. Explain why this evidence addresses the Standard or Requirement.)
- Who, or what departments, have you contacted?
- What evidence have you already collected?
- What evidence is still needed?
- For which Standards/Criteria and Requirements do you feel you have sufficient evidence?
- For which Standards/Criteria and Requirements do you need more evidence?
- What evidence have you reviewed and analyzed?
- What remains to be done?
- Have you identified any critical needs to bring NJIT into compliance with the standards?
- Are there any issues blocking your Working Group’s progress?
- What progress has been made toward producing an outline by June 1st, 2020? Is your Working Group on schedule?
- What will you work on between now and the next Steering Committee meeting?
MSCHE Resources

An overview of Available Resources
https://www.msche.org/evaluators/resources/

Videos to help understand the Standards and Requirements of Affiliation:
https://www.youtube.com/embed/5nX2gjkEHjq

For Overachievers!
Becoming a peer evaluator
You can register online as a peer evaluator and, if approved, view all peer evaluator training resources. (Registration does not mean you ever have to serve!)
Logistics

Fenster 425 conference room has been reserved for common hours for Working Groups to use

• Wednesdays 2:30 – 4:00
• Fridays 11:30 – 1:00

Please contact Hillary Gillings (gillings@njit.edu) to reserve

Steering Committee meetings 4th Thursday of every month through May 2020
MSCHE VP Visit

VP will visit campus to review Self-Study Design and meet with Steering Committee members and other university stakeholders

• March 31, 2020
• Doodle poll will be sent out to request your availability
Handouts

- List of suggested Working Group members
- Detailed guidelines for Working Groups
  - Key topics
  - Research questions
  - Critical resources
- Template for reporting progress to Steering Committee