

MSCHE Self-Study Steering Committee Meeting

March 26, 2020

NJIT

New Jersey Institute of Technology

Agenda

- I. Welcome (Fadi Deek)
- II. Activities (Perry Deess and Regina Collins)
 - A. Review of Self-Study Design
 - B. Work on Chapter Outline with Gap Analysis
- III. Evidence Guidelines (Regina Collins and Ann Hoang)
- IV. Reports from Working Groups

Introduction

Be thoughtful & Stay focused

- Committee Size—lean, use consulting resources
- Requesting Evidence—if evidence not provided contact chairs immediately
- Gap Analysis and Recommendations—distinguish between a true gap and an inadequacy requiring a recommendations

Thanks to you!

Review Self Study Design

- What is a Self Study Design?
- Key elements:
 - Priority-based self-study
 - Intended outcomes
 - Guidelines for reporting
 - Verification of Compliance Strategy
 - Timetable
 - Communication plan
 - Evaluation team profile
 - Evidence inventory

Key Working Group Activities

- Collecting Evidence
 - Mapping criteria to evidence type
 - Identifying specific needed evidence
 - Requesting evidence
- Analysis
 - Review evidence with direct reference to criteria
 - Identify gaps between evidence and criteria
 - Request additional evidence as needed
- Begin developing recommendations
 - Internal recommendations
 - Report Recommendations
- Begin outlining chapter

Evidence Documents

Sub-folder created in every Working Group's shared folder for "Evidence Documents"

Working Group 8 liaison(s) will:

- Work with designated individuals from each Working Group to retrieve and upload documents
- Train Working Group members to access central evidence inventory in Digital Commons
- Provide feedback on evidence when appropriate
- Maintain a master inventory of evidence. (We recommend that each Working Group also maintain their own list of their evidence.)

Evidence Submission

Documents and presentations should be saved as PDF

Excel spreadsheets should be submitted as is to enable creation of charts and graphs

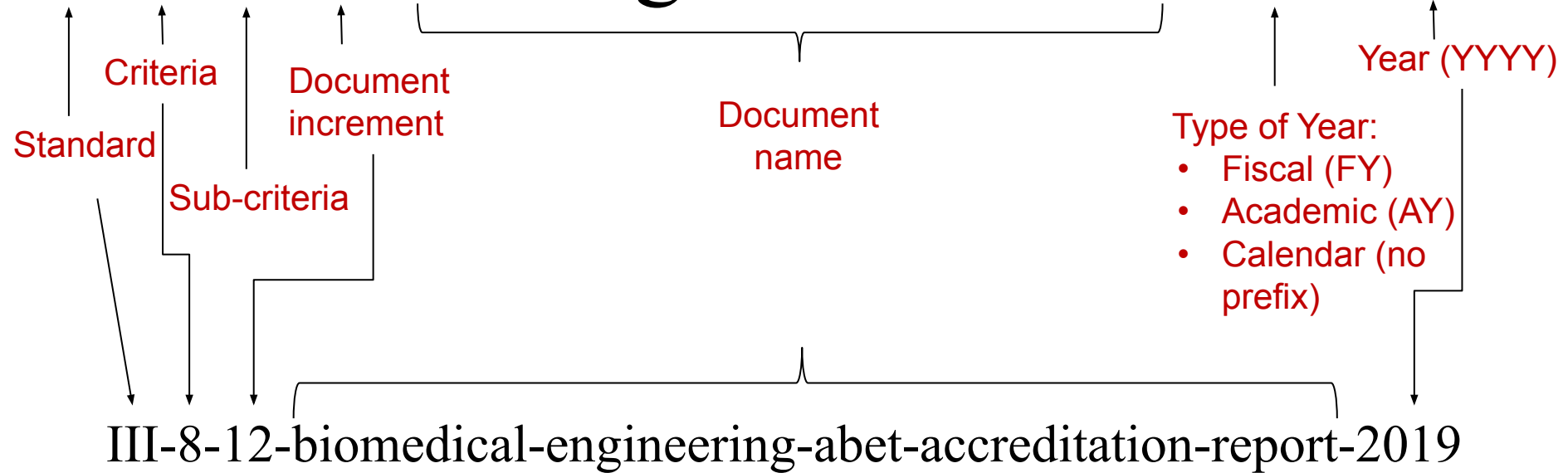
If only a section of a long document is required as evidence, submit two pieces of evidence:

- Complete document
- Excerpt of relevant section

Evidence Naming Conventions

Guidelines added to each Working Group's shared folder.

I- 1- a- 2- management-letter- FY2019

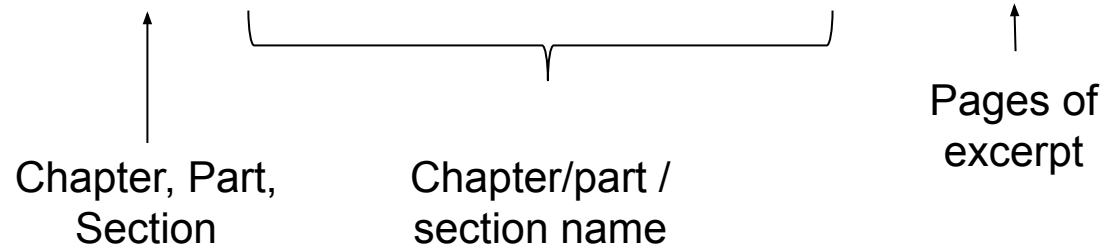


Evidence Naming Conventions

Long Documents and Excerpts

II- 5- 1- faculty-handbook- 2017

II-5-**2**-faculty-handbook-2017-**part-4-promotion-and-tenure-pgs-23-36**



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

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?

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