MSCHE Self-Study Steering Committee Meeting

March 26, 2020
Agenda

I. MSCHE VP Feedback (Perry Deess)
   A. Self-Study Design approved
   B. Guidance for priority-based Self-Study
   C. No changes in timeline for Self-Study

II. Working Group Reports

III. Plans for Next Month

IV. Questions
MSCHE VP Discussion

• Self-Study Design document approved

• Comments
  – Self-Study should be retrospective (accomplishments of 2020 Vision) with NJIT 2025 as part of planning and continuous improvement efforts
  – Focus on assessment-based improvement

• MSCHE VP meeting rescheduled to Fall 2020

• Overall Self-Study timeline unchanged
Gaps and Recommendations

Recommendations (0 to 4 external per chapter)
- External (included in Self-Study)
- Internal (for implementation discussion outside of Self-Study)

Gaps
- In compliance (not expected)
- In evidence (possibly relating to assessment and continuous improvement)
Working Group 1 Update

Individual Assignments made for every Standard 1 and Standard 6.1-3 criterion

• Draft Gap Analysis completed for every assigned criterion
  – NJIT is substantively in compliance with all criteria
  – There is at least minimally sufficient evidence to support this conclusion for all criteria.
Update on Evidence

• Evidence collection
  – Evidence has been assembled for all standard criteria some parts for each criteria are still needed:
    ❑ Evidence linking the assessment of mission to the revision of mission
    ❑ Presentations of mission, goals and strategic plan prior to 2017
    ❑ Evidence of community participation in developing 2020 vision
    ❑ Standard VI.1, evidence of strategic planning and goals in university divisions, colleges, and departments
  – Evidence upload to inventory up to date for all compiled evidence
Update on Assessment

Evidence related to assessment of assigned criteria complete

✔ Review and assessment of mission and goals every five years
✔ Revision of mission and goals after assessment
✔ Review of strategic plan implementation provided twice a year though KPIs
✔ Review of overall strategic plan achievement based on KPIs
Plan, Outline, Write

Completed
✔ Identify key narrative components
✔ Determine necessary sections
✔ Sketch key sections

Remaining to be done
❑ Decide what evidence to include
❑ Determine how much to quote from evidence
❑ Outline individual sections
❑ Write
What is to be done and when?

- Co-chairs will instruct individuals to complete evidence compilation for their sections by April 30th.
- Our next committee meeting is on April 30th when individuals will be asked to outline their assigned sections using the evidence they have collected.
- All criteria section outlines submitted by May 8th.
- Co-chairs will also outline opening narrative sections by May 8th.
- Co-chairs assemble draft outline by May 15th.
- Members comment and review by May 22nd.
- Submission outline draft completed by May 29th.
- Review and final submission June 1st.
Working Group 3 Report
“Student Experience”
April 23, 2020
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Student Experience Topic Area</th>
<th>Key Working Group Member(s)</th>
<th>Potential Consultant(s)</th>
<th>Related Accreditation Standard(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2020</td>
<td>Student Financial Affairs</td>
<td>Jeff Brunetto, Alina Emelianova, Keven Alkhoury, U/G Student Rep.</td>
<td>Ivon Nunez</td>
<td>2.7.a, 2.7.b, 4.1.a</td>
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<tr>
<td>03/13/2020</td>
<td>Admissions &amp; Student On-Boarding</td>
<td>Kristen DeGraff, Crystal Smith, Grace Gangitano, Sandra Taylor</td>
<td>TBD</td>
<td>4.1.c</td>
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<tr>
<td>03/27/2020</td>
<td>Advising &amp; Retention</td>
<td>TBD</td>
<td>Rachel Murphy</td>
<td>4.1.b, 4.1.d</td>
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<tr>
<td>04/10/2020</td>
<td>GOOD FRIDAY - NO MEETING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/24/2020</td>
<td>Experiential Learning, Transfer Credits, &amp; Transfer Students</td>
<td>Marybeth Boger (both), Jerry Trombella (both), John Wolf (both), Grace Gangitano (12:00)</td>
<td>Christine Cervelli (11:30 AM), Patrick Fields (12:00), Jasmine Howard (12:00) (Wolf to send emails on 04/20), Tony Jackson (12:00)</td>
<td>4.2</td>
</tr>
<tr>
<td>05/01/2020</td>
<td>Makeup Session</td>
<td>Marybeth Boger, John Wolf</td>
<td>Alison Babinski</td>
<td>11:30 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Burcak Oztudil</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>05/08/2020</td>
<td>Athletics/Extracurricular Activities &amp; Student Records</td>
<td>Marybeth Boger, Roweena Carlos, Kristie Damell, Sandra Taylor, Jerry Trombella, John Wolf</td>
<td>Christina Pascucci, Lenny Kaplan, Peg Heffran</td>
<td>4.3, 4.4, 4.5, 4.6</td>
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<tr>
<td>05/22/2020</td>
<td>Assessment</td>
<td>Marybeth Boger, John Wolf</td>
<td>Mary Kierst</td>
<td>4.6</td>
</tr>
</tbody>
</table>
Moving Forward

• Meeting with groups will continue through May 8, 2020.
• Need to collect more information on Assessment. Planning to schedule a special session with groups to focus on assessment.
• We will examine the gap analysis.
Table of Contents

• (1) Faculty
  • a. Introduction and basic data
  • b. Pertinent 2020 strategic plan objectives and KPIs
  • c. How have 2020 strategic plan objectives and KPIs addressed
  • d. Pertinent 2025 strategic plan objectives and KPIs
  • e. How will 2025 strategic plan objectives and KPIs be addressed
  • f. Addressing the pertinent MSCHE standards

• (2) Research
  • a. Introduction and basic data
  • b. Pertinent 2020 strategic plan objectives and KPIs
  • c. How have 2020 strategic plan objectives and KPIs addressed
  • d. Pertinent 2025 strategic plan objectives and KPIs
  • e. How will 2025 strategic plan objectives and KPIs be addressed
  • f. Addressing the pertinent MSCHE standards

• (3) Standards and Requirements of Affiliation
  • a. List of pertinent requirements of affiliation and standards
  • b. Explanation – how NJIT addresses/fulfills requirements of affiliation and standards

• (4) Conclusion
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  • a. List of pertinent requirements of affiliation and standards
  • b. Explanation – how NJIT addresses/fulfills requirements of affiliation and standards

• (4) Conclusion
Progress since the last draft

- How Faculty objectives and KPIs in the NJIT Strategic Plan were addressed by 2020
- What NJIT is aiming to do by 2025 in the area of Faculty (extension of the Strategic Plan)
- How Research objectives and KPIs in the NJIT Strategic Plan were addressed by 2020
- What NJIT is aiming to do by 2025 in the area of Research (extension of the Strategic Plan)

Requirement of Affiliation

15. The institution has a core of faculty (full-time or part-time) and/or other appropriate professionals with sufficient responsibility to the institution to assure the continuity and coherence of the institution’s educational programs.
Challenges

• Meeting the Commission’s Standards:
  – Standard V - Educational Effectiveness Assessment
  – Standard III - Design and Delivery of the Student Learning Experience
Working Group 5 Report

• Working Group 5 Subcommittees
  – Human Resources
  – Digital Resources
  – Physical Resources
  – Fiscal Resources

• Subcommittee Assignments
  – Draft Gap Analysis completed
  – Initial Chapter Outline with Evidence Reports by May 7, 2020.
Evidence Collection

- Evidence has been compiled and consists of statistics, policies, procedures and published information.

- An evidence inventory has been drafted and shared via google drive with all Working Group 5 members.

- The evidence inventory is categorized by strategic objectives for “Resources”.
  - Human Resources
  - Digital Resources
  - Physical Resources
  - Fiscal Resources

- Documents have been added to the various sub-folders for each resource and will be modified to comply with the evidence naming conventions that have been requested by Working Group 8 – “Evidence, Inventory & Compliance once we finalize and review all evidence.”
Gaps and Recommendations

• Each Sub Committee completed a Gap Analysis in a shared working file. The template was created based off of the 2025 Strategic Plan.

  – The leaders of each Sub Committee and the Co-Chairs of Working Group 5 met on April 20th and reviewed each resource analysis.

  – Any gaps identified were addressed and an action plan was placed.
Analysis, Outlining, and Writing

• Sub Committees will draft initial Chapter Outline with Evidence Reports by May 7, 2020

• Hindy Schachter will be taking the lead in compiling all resource subcommittee evidence reports and drafting a document that will be reviewed by the committee in May with a goal of submitting to the Steering Committee in early June.
Moving Forward

• Our next committee meeting is on May 7, 2020.

• Each subcommittee will have a chapter outline with an initial report to review.
Working Group #6 Report

March 26, 2020
Evidence Collection

<table>
<thead>
<tr>
<th>Standard, Requirement and Institutional Priority</th>
<th>Have you assigned all tasks?</th>
<th>Have you identified evidence?</th>
<th>Have you collected evidence?</th>
<th>Concerns (Please list any difficulties you are experiencing in identifying or collecting appropriate evidence for a particular standard, priority, or requirement.)</th>
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<tbody>
<tr>
<td>Assigned Standard II</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
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</table>
## Gaps and Recommendations

<table>
<thead>
<tr>
<th>Standard, Requirement and Institutional Priority</th>
<th>Can you describe related university activities?</th>
<th>Are there gaps in evidence or compliance?</th>
<th>Have you identified any internal or external recommendations?</th>
<th>Concerns (Please list any significant gaps or any issues in relating the elements to NJIT activities.)</th>
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</thead>
<tbody>
<tr>
<td>Assigned Standard II</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Gaps and recommendations are being developed for Standards II.2 (A climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives) and II.3 (A grievance policy that is documented and disseminated to address complaints or grievances raised by students, faculty, or staff. The institution's policies and procedures are fair and impartial, and assure that grievances are addressed promptly, appropriately, and equitably)</td>
</tr>
</tbody>
</table>


## Analysis, Outlining, and Writing

<table>
<thead>
<tr>
<th>Standard, Requirement and Institutional Priority</th>
<th>Have you analyzed the evidence?</th>
<th>Are you developing your chapter outline?</th>
<th>Have you started writing your Gap Analysis Report?</th>
<th>Concerns (Please list any significant gaps or any issues in relating the elements to NJIT activities.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Standard II</td>
<td>In Progress</td>
<td>In Progress</td>
<td>In Progress</td>
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Working Group # 7 Report

April 23, 2020
## Evidence Collection

<table>
<thead>
<tr>
<th>Standard, Requirement and Institutional Priority</th>
<th>Have you assigned all tasks?</th>
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</thead>
<tbody>
<tr>
<td>Assigned Standards</td>
<td>Yes</td>
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<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Assigned Priorities</td>
<td>No</td>
<td>In Progress</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Assigned Requirements (if applicable)</td>
<td>Yes</td>
<td>In Progress</td>
<td>Yes</td>
<td></td>
</tr>
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Evidence Collection

Criterion 1: governance structure with roles, responsibilities and accountability for decision making by each constituency.

- Faculty Handbook
- Bylaws of the BoT
- Website
- 2017 Shared Governance Summary Presentation

Criterion 2a: Legally constituted governing body that serves the public interest

Criterion 2b: Legally constituted governing body that has sufficient independence and autonomy

- Bylaws of the BoT
- Executive Order #14, 64
- Conflict of Interest Form
- Outside Activity Questionnaire
- Trustee Recusal Forms
- Board of Trustee Minutes
- Presidential Evaluations,
- Executive Committee documents
- Presidential Goals and Objectives
- Board of Trustee Handbook
- University Organizational Chart

Criterion 2d: a legally constituted governing body that oversees at the policy level the quality of teaching and learning

Criterion 2f: Legally constituted governing body that appoints and evaluates performance of Chief Executive Officer.

Criterion 4a: Administration possessing clearly documented organizational structure

- Faculty Handbook: 3, 4, 6
- Bylaws of the BoT: 1-4
## Gaps and Recommendations

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<th>Have you identified any internal or external recommendations?</th>
<th>Concerns (Please list any significant gaps or any issues in relating the elements to NJIT activities.)</th>
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</thead>
</table>
| Assigned Standards                               | In Progress                                     | Evidence / Compliance                    | Internal / External                              | RE: Criterion 2:  
- Need for BoT resolution  
- delegating policy-making authority                                                          |
| Assigned Priorities                              | In Progress                                     | Evidence / Compliance                    | Internal / External                              |                                                                                                          |
| Assigned Requirements (if applicable)           | No                                              | Evidence / Compliance                    | Internal / External                              |                                                                                                          |
### Analysis, Outlining, and Writing

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<tbody>
<tr>
<td>Assigned Standards</td>
<td>Yes</td>
<td>In Progress</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Assigned Priorities</td>
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<td>Not Started</td>
<td>Not Started</td>
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</tr>
<tr>
<td>Assigned Requirements (if applicable)</td>
<td>Not Started</td>
<td>Not Started</td>
<td>Not Started</td>
<td></td>
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Moving Forward

By May 28:
• Continuing compiling folder of evidence for each criterion and requirement.
• Evidence is in the process of being reviewed
• Established working list of critical needs for NJIT.
• Gaps identified and reviewed for gap analysis report.
• Draft of outline will be available
Working Group # 8 Report

April 23, 2020

New Jersey Institute of Technology
Working Group 8 Report

- Almost all Working Groups have notified their liaisons of available evidence
- Liaisons have worked with WG co-chairs to develop a process for evidence uploading
- Liaisons have begun uploading some initial evidence to Digital Commons
- Instructional designers have been replaced so they can focus on remote learning (WG2)
Plans for Next Month

• Goals
• Necessary resources
• Impediments
Thank You