

MSCHE Self-Study Steering Committee Meeting

March 26, 2020

NJIT

New Jersey Institute of Technology

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 Report

April 23, 2020

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 through 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 2 Report “Student Learning”

April 23, 2020

Working Group 3 Report “Student Experience”

April 23, 2020

Meeting Date	Student Experience Topic Area	Key Working Group Member(s)	Potential Consultant(s)	Related Accreditation Standard(s)
02/28/2020	Student Financial Affairs	Jeff Brunetto	Ivon Nunez	2.7.a
		Alina Emelianova		2.7.b
		Keven Alkhoury		4.1.a
		U/G Student Rep.		
03/13/2020	Admissions & Student On-Boarding	Kristen DeGraff	TBD	4.1.c
		Crystal Smith		
		Grace Gangitano		
		Sandra Taylor		
03/27/2020	Advising & Retention	TBD	Rachel Murphy	4.1.b
				4.1.d
04/10/2020	GOOD FRIDAY - NO MEETING			
04/24/2020	Experiential Learning, Transfer Credits, & Transfer Students	Marybeth Boger (both)	Christine Cervelli (11:30 AM)	4.2
		Jerry Trombella (both)	Patrick Fields (12:00)	
		John Wolf (both)	Jasmine Howard (12:00)	(Wolf to send emails on 04/20)
		Grace Gangitano (12:00)	Tony Jackson (12:00)	
05/01/2020	Makeup Session	Marybeth Boger	Alison Babinski	11:30 AM
		John Wolf	Burcak Ozludil	12:00 PM
05/08/2020	Athletics/Extracurricular Activities & Student Records	Marybeth Boger	Christina Pascucci	4.3
		Roweena Carlos	Lenny Kaplan	4.4
		Kristie Damell	Peg Hefferan	4.5
		Sandra Taylor		
		Jerry Trombella		
		Marybeth Boger	Mary Kierst	4.6
05/22/2020	Assessment	John Wolf		

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.



NJIT Chapter 4 in the Self-study for the Middle States Commission on Higher Education

Draft 004 23 April 2020

Moshe Kam and Georgeen Theodore

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

-  Started
-  Partially written
-  Not started

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- (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 "Resources"

April 23, 2020

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

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

Gaps and Recommendations

Standard, Requirement and Institutional Priority	Can you describe related university activities?	Are there gaps in evidence or compliance?	Have you identified any internal or external recommendations?	Concerns (Please list any significant gaps or any issues in relating the elements to NJIT activities.)
Assigned Standard II	Yes	Yes	Yes	Gaps and recommendations are being developed for Standards II.2 (<i>A climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives</i>) and II.3 (<i>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</i>)

Analysis, Outlining, and Writing

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

Working Group # 7 Report

April 23, 2020

Evidence Collection

Standard, Requirement and Institutional Priority	Have you assigned all tasks?	Have you identified evidence?	Have you collected evidence?	Concerns (Please list any difficulties you are experiencing in identifying or collecting appropriate evidence for a particular standard, priority, or requirement.)
Assigned Standards	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	
Assigned Priorities	<i>No</i>	<i>In Progress</i>	<i>No</i>	
Assigned Requirements (if applicable)	<i>Yes</i>	<i>In Progress</i>	<i>Yes</i>	

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

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

- 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

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

- University Organizational Chart

Criterion 4a: Administration possessing clearly documented organizational structure

- Faculty Handbook: 3, 4, 6
- Bylaws of the BoT: 1-4

Gaps and Recommendations

Standard, Requirement and Institutional Priority	Can you describe related university activities?	Are there gaps in evidence or compliance?	Have you identified any internal or external recommendations?	Concerns (Please list any significant gaps or any issues in relating the elements to NJIT activities.)
Assigned Standards	<i>In Progress</i>	<i>Evidence / Compliance</i>	<i>Internal / External</i>	RE: Criterion 2: <ul style="list-style-type: none"> • Need for BoT resolution • delegating policy-making authority
Assigned Priorities	<i>In Progress</i>	<i>Evidence / Compliance</i>	<i>Internal / External</i>	
Assigned Requirements (if applicable)	No	<i>Evidence / Compliance</i>	<i>Internal / External</i>	

Analysis, Outlining, and Writing

Standard, Requirement and Institutional Priority	Have you analyzed the evidence?	Are you developing your chapter outline?	Have you started writing your Gap Analysis Report?	Concerns (Please list any significant gaps or any issues in relating the elements to NJIT activities.)
Assigned Standards	<i>Yes</i>	<i>In Progress</i>	<i>Not Started</i>	
Assigned Priorities	<i>Not Started</i>	<i>Not Started</i>	<i>Not Started</i>	
Assigned Requirements (if applicable)	<i>Not Started</i>	<i>Not Started</i>	<i>Not Started</i>	

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

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

NJIT

New Jersey Institute
of Technology