

MSCHE Self-Study Steering Committee Meeting

January 23, 2020

NJIT

New Jersey Institute of Technology

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

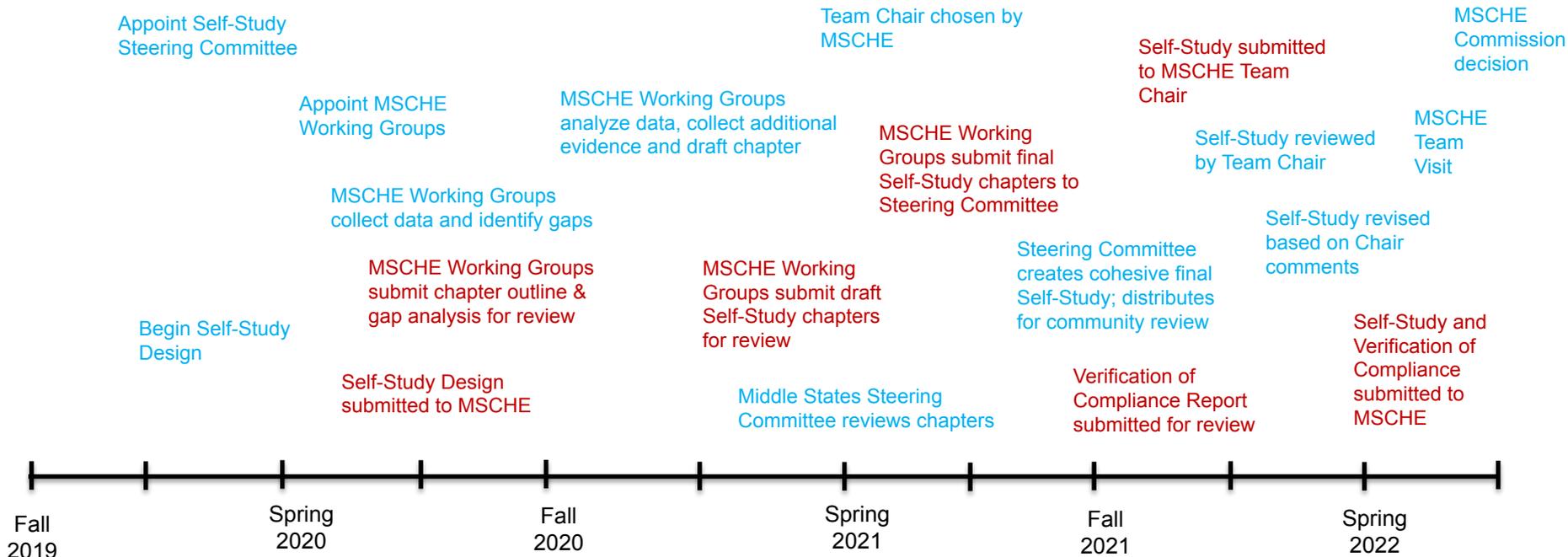
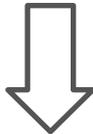
Steering Committee Leadership	Co-Chairs: Perry Deess, Janice Daniel Fadi Deek, Provost & Sr. Executive VP
Working Group 1 – Planning	Co-Chairs: Kevin Belfield, Yvette Wohn
Working Group 2 – Student Learning	Co-Chairs: Laurent Simon, David Horntrop
Working Group 3 – Student Experience	Co-Chairs: Marybeth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

Self-Study Chapters and MSCHE Standards, Criteria, and Requirements

	STD I	STD II	STD III	STD IV	STD V	STD VI	STD VII	Req's
Chapter 1: Planning	I					VI.1, VI.2, VI.3		7, 10
Chapter 2: Student Learning			III (except 2)					8, 9
Chapter 3: Student Experience		II.7		IV				
Chapter 4: Faculty and Research			III.2		V			15
Chapter 5: Resources		II.5				VI (except 1-3)		11
Chapter 6: Ethics		II (except 5&7)						1, 2, 3, 4, 5, 6, 14
Chapter 7: Leadership							VII	12, 13
Chapter 8: Conclusion and Looking Ahead								

Accreditation Timeline 2019-2022

We are here.



Accreditation Activities

Deliverables

Self-Study Deliverables

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

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/5nX2gjkEHjg>

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

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