MSCHE Self-Study Steering Committee Meeting

February 27, 2020

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

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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.)

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Evidence Submission

Documents and presentations should be saved as PDF

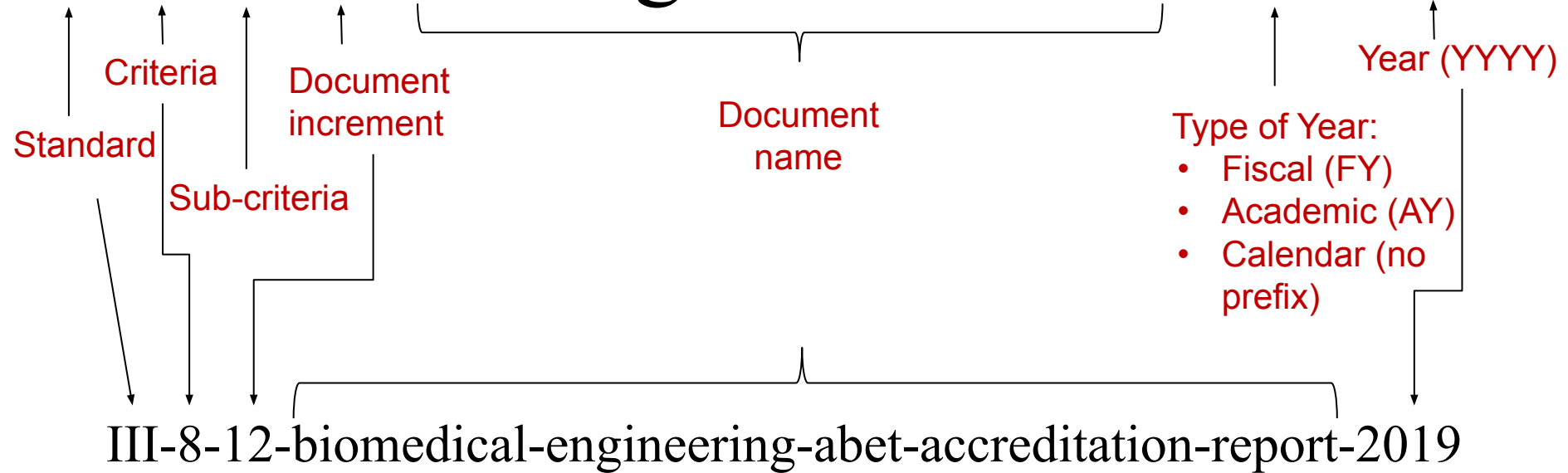Excel spreadsheets should be submitted as is to enable creation of charts and graphs

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

Standard

Criteria

Sub-criteria

Document increment

Document name

Type of Year:
- Fiscal (FY)
- Academic (AY)
- Calendar (no prefix)

Year (YYYY)

III-8-12-biomedical-engineering-abet-accreditation-report-2019

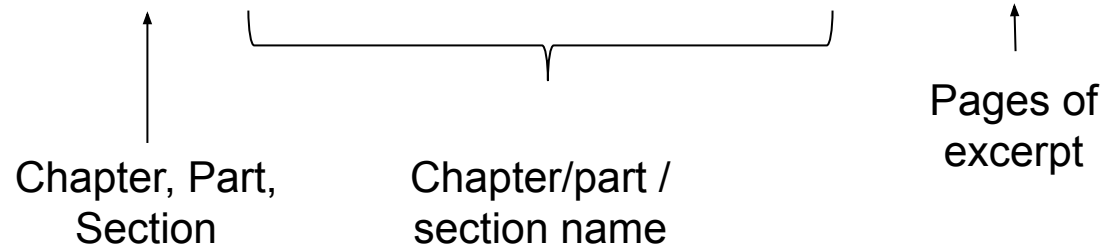New Jersey Institute of Technology

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

Chapter, Part, Section

Chapter/part / section name

Pages of excerpt

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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?