

MSCHE Self-Study Steering Committee Meeting

March 15, 2021

NJIT

New Jersey Institute of Technology

Agenda

- I. Recommendations in Preparing Final Drafts
- II. Evidence
- III. Next Steps
- IV. Group Updates (Chairs/Cochairs)
- V. Questions/Comments/Concerns

When Preparing Final Drafts

Each chapter should have:

- Introduction that summarizes the chapter and links to the strategic planning process
- Body text identifying applicable standards and clearly citing evidence
- Address all assigned standards and requirements of affiliation
- Recommendations should be grouped as either internal or for inclusion in final document (final document recommendations will be strictly limited)

Remove any issues identified during initial gap analysis

Stylistic Suggestions

- Address period from 2012 to present with emphasis on more recent years
- Provide sufficient context for outside readers
- Give more attention to larger programs and more important topics (e.g., we may be familiar with EOP and NJII but the Middle States reviewers will not be)
- Where appropriate, briefly address pandemic-related issues
 - Address the strength of NJIT's pandemic recovery

Evidence

- Work with your Evidence Liaisons to ensure all evidence is properly identified
 - Specify the standard and criteria to which the evidence applies
 - If a long document, indicate which page(s) are relevant or provide an excerpt
- Ensure your evidence liaison has access to all the evidence files you collected, even ones you do not cite in your chapter
- Ensure that evidence is up-to-date/most recent (e.g., budgets, annual reports, enrollment data)
- Review evidence inventory to ensure comprehensiveness

Next Steps

- Final drafts of chapters due April 15
- Steering Committee Leadership Team will review to give chapters a single voice and address any duplicative material
- External editor will review during summer
- Full Self-Study available for community review in September/October
- Self-Study and evidence documents submitted to MSCHE in late fall
- Team visit in Spring 2022

Group Updates (Chairs/Co-chairs)

- Have you reviewed the feedback on your chapter?
- Do you have any questions about the feedback or how to move forward?
- Do you have sufficient evidence? Is it up to date?

Questions/Comments/Concerns

If you have any issues before the submission date, please don't hesitate to contact us.

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