

<b>Time/Location</b>	4:30 p.m. WH 1164		
<b>Attendees</b>	Dr. Dewan, Co-Chair Dr. Sachdeva, Co-Chair D. Feeley, Scribe Dr. Amberg Dr. Dave (via phone) Dr. Duncan E. Pezzi (Excused) R. Rokicki E. Rodriguez (Excused) L. Veit Invited Guest: K. Kohl	<b>Handouts</b>	<ul style="list-style-type: none"> <li>Working Group Overview</li> <li>Standard 1 &amp; Requirement of Affiliation 7</li> <li>Roadmap for Work Group 1</li> </ul>

<b>AGENDA ITEM</b>	<b>Introductions &amp; Review Working Group Overview (Dr. Cleary &amp; Lisa Kelly)</b>		
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>MSCHE has increased their focus on processes, outcomes, data and assessment process.</li> <li>Standard 1 is the basis for all other standards; emphasis is on academia. However, clinical and research components may be included as they relate to academia.               <ul style="list-style-type: none"> <li>Focus will be on how and when the colleges &amp; departments' goals tie into <i>OUR Upstate – One University Road Map</i> Strategic Plan.</li> </ul> </li> <li>Standard 1 report should be 8-10 pages in length.</li> <li>1<sup>st</sup> Draft will be due by July 17, 2017 and a final draft due by November 1, 2017</li> <li>The overall purpose of MSCHE process is to:               <ul style="list-style-type: none"> <li>Maintain accreditation</li> <li>Align the self-study to the strategic plan</li> <li>Evaluate our own assessment and processes</li> </ul> </li> </ul>		

<b>AGENDA ITEM</b>	<b>Review Working Group Documents – Self Study Design – Standard 1 &amp; Req. of Affiliation 7</b>		
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>What are the department and colleges' goals?</li> <li>Agreed <i>OUR Upstate</i> 15 objectives can be considered the University goals but need to understand then what the academic goals are.</li> <li>Begin the framework for editing by group:               <ul style="list-style-type: none"> <li>Use the “movement up to Tier I/movement down to Tier III” idea of <i>OUR Upstate</i>.</li> <li>Include that the strategic plan was developed using cross-functional groups and was purposeful – describe the process.</li> <li>Incorporate the hierarchal and causal relationship.</li> <li>Provide definitions of the 15 objectives showing link to academia.</li> </ul> </li> </ul>		
<b>ACTION ITEM</b>	<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
	<ul style="list-style-type: none"> <li>Clarify “Board of Trustees” – is it the SUNY BOT, the President or Council Chair?</li> </ul>	R. Rokicki	5/26/17

	<ul style="list-style-type: none"> <li>○ <b>Update:</b> R. Rokicki reached out to L. Kelly 5/22/17 and will send an update via email.</li> <li>● Email 3/28/17 version of the Self Study Briefing.</li> <li>● Review 3/28/17 Self Study &amp; last MSCHE report</li> <li>● Choose a few President's goals and link to academic goals to show how they coalesce.</li> <li>● Send R. Rokicki examples to help link/align academic goals to <i>OUR Upstate</i> objectives.</li> <li>● Build a framework for the group to review and update (via sharing - One Drive links).</li> <li>● Review framework within 1 week of posting.</li> <li>● Meet virtually until early July, then meet in person 2<sup>nd</sup> week of July.</li> </ul>	D. Feeley Group Group  Group  R. Rokicki  Group D. Feeley	5/26/17 6/9/17 Next Meeting  6/2/17  6/16/17  6/23/17 5/26/17

<b>AGENDA ITEM</b>	<b>Sharing Information via drop box, email or google docs</b>		
<b>DISCUSSION</b>	Determine the best way to share and edit the document.		
<b>ACTION ITEM</b>	<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
	<ul style="list-style-type: none"> <li>● Email documents to be edited via track changes. <ul style="list-style-type: none"> <li>○ <b>Update:</b> Share documents using a One Drive link that will allow the group to edit simultaneously.</li> </ul> </li> </ul>	D. Feeley/R. Rokicki	6/16/17