Middle States
Reaccreditation 2002:
The Process
Kick-Off Meeting
November 1, 2000
Reaccreditation: An Introduction

President Judson Taylor
The Middle States Steering Committee

- Joy Hendrick, Faculty Chair
- Patricia Francis, Administrative Chair
- Joe Governali
- Jerry O’Callaghan (on leave fall 2000)
- Rob Ploutz-Snyder
- William Sharp
- John Shirley
- Robert Spitzer (fall 2000)
- Anthony Zagora
Reaccreditation Overview

Patricia Francis
Executive Assistant to the President

- What is Middle States?

- What is the Purpose of Reaccreditation?

- SUNY Cortland’s Reaccreditation History
  - 1992 Decennial Review
  - 1997 Periodic Review
Middle States Time Line

Spring 2000
Form Steering Committee (SC)
Charge: Select Design
   Form subcommittee
   Structure
   Write charges

Fall 2000
Visit from Middle States liaison
Canvas Faculty for volunteers
SC - design form for
Committee Reports
Charges distributed
Subcommittees begin work

Spring 2001
Subcommittees continue work
Middle States Association
Jan 1 - Select Evaluation
Team Chair
March - Select Team
SC - review and edit drafts
All final reports due by May 18

Fall 2001
Editing Group finalize report to
   send to Middle States
Late Fall - Evaluation Team
Chair makes preliminary
campus visit

Spring 2002
March - Middle States Evaluation Team
   Campus Visitation
June - CHE meets
July 1 - Campus receives final notification
from CHE regarding accreditation
status
The Design
Joy Hendrick
Exercise Science and Sport Studies

- Type of Design
- How Was Design Chosen?
- Special Emphasis Areas:
  - Planning and Assessment
  - Equity, Access, and Diversity
  - Intellectual Climate
  - Institutional Context (Internal and External)
  - Campus Infrastructure
  - Technology
The Design Matrix (refer to your handout)
The Comprehensive Component: Some General Observations

- Every Unit of the College Undergoes Review
- Comprehensive Component Conducted Primarily by Vice Presidents, Associate Vice Presidents, and Deans
- Role of Steering Committee, LRPC, and EPC
- Steering Committee Provides Detailed Charges to All Involved, and Contact Person from Steering Committee Assigned
The Comprehensive Component: Vice Presidents and Associate Vice Presidents

- Steering Committee Provides Detailed Charge
- VP’s, AVP’s Provide Charge to Unit Heads
- Unit Heads Provide Reports to VP’s and AVP’s
- VP’s, AVP’s Provide Integrated Report to Steering Committee (along with all primary reports and materials)
The Comprehensive Component: Deans

- Steering Committee Provides Detailed Charge
- Deans Provide Charge to Department Chairs, Program Coordinators, and Unit Heads
- Department Chairs, Program Coordinators, and Unit Heads Provide Reports to Deans
- Deans Provide Integrated Report to Steering Committee (along with all primary reports and materials)
The Comprehensive Component: Available Resources

- Questionnaires for Department Chairpersons and Program Coordinators
- Questions for Support and Service Units
- Comprehensive Collection of Data and Institutional Reports
- Middle States Office
- Middle States Website
The Comprehensive Component: Guidelines for Gathering Information and Preparing Reports

- **Information-Gathering**
  - Maximal Use of Existing Data and Reports
  - Necessity for Minimizing and Coordinating New Data Collection Efforts
  - Establishing and Adhering to Time Lines

- **Preparing Reports**
  - Description, Analysis, Discussion of Strengths and Weaknesses, and Recommendations (Short- and Long-Term)
The Comprehensive Component: Guidelines for Gathering Information and Preparing Reports

- Preparing Reports (cont.)
  - Reaching Data-Based Conclusions
  - Adhering to Editing/Formatting Guidelines, General Outline, and Page Limits
  - Meeting Deadlines (for interim and final drafts)
  - Steering Committee the “Final Editor”
The Comprehensive Component: Important Fall Dates to Remember

- Charges and Relevant Materials Distributed by Steering Committee by November 6
- First Meeting Held with Unit Heads to Discuss Middle States Process No Later than November 15
- Steering Committee Charge Confirmed or Revised No Later than November 22
Special Emphasis Areas: The seven work groups

- Committees formed, chairs have agreed to serve and liaisons appointed
- Work group chairs are invited to meet with steering committee - Nov. 9 at 2:00 in Miller Board Room (405)
- Work to begin within next 2 weeks
  - First meeting will be convened (by 11/15)
  - Student members recruited
Work Groups continued

- Specific committee charges and other materials will be circulated to chairs by week of 11/6
- Committee will review charge to see if other questions need to be added (by 11/22)

Remainder of fall semester
- determine how information will be obtained in order to fully analyze question
- number of inventories, reports and data bases currently available
Gather and synthesize available information

Prepare first draft of report according to editorial style and guidelines provided
- focus on analysis of strengths and weaknesses
- provide recommendations

Submit first draft between 3/19 and 4/2

Feedback will be provided by Steering Committee

Incorporate suggestions and submit final report between 4/30 and 5/14
Other comments and considerations

- Web page is coming
- All documents in WORD
- Critical to follow deadlines
- Communicate regularly with steering committee via liaison and/or co-chairs
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