



## NJIT Self Study: Middle States Commission on Higher Education Meeting Documentation

### Part 1. Attendance

<b>Committee Number:</b>	Group 3: The NJIT Leadership Process: Institutional Constituencies and the Assurance of Integrity
<b>MSCHE Standard Addressed:</b>	Standard 4: Leadership & Governance
<b>Meeting Date:</b>	2010 September 29
<b>Meeting Time:</b>	4:00 PM – 5:30 PM
<b>Meeting Location:</b>	398 Fenster
<b>Chair:</b>	Dale Gary
<b>Vice-Chair:</b>	Vincent Oria
<b>Committee Advisors:</b>	Richard Sweeney (not present)
<b>Committee Members Present:</b>	Lenny Kaplan, Andrew Sohn, Clarisa Gonzalez
<b>Committee Members Excused:</b>	
<b>Committee Guests:</b>	None
<b>Meeting Purpose:</b>	Initial Standard 4 meeting for Fall 2010, to organize and begin answering Self-Study questions

### Part 2: Agenda

<b>Agenda Items</b>	
1:	Welcome and discussion of task and schedule
2:	Check wording of questions against Self-Study document
3:	Check identified documents for completeness and usefulness
4:	Assess need for additional information/study by Institutional Research
5:	Identify time for next meeting

### Part 3: Discussion of Agenda

<b>Discussion on Agenda Items</b>	
<b>1: Discussion of Task</b>	Discussion of schedule, attempt to describe what we need by Oct. 31
<b>2: Check wording of questions against Self-Study document</b>	Some questions in working document were slightly changed to exactly agree with wording of Self Study
<b>3: Check identified documents for completeness and usefulness</b>	<p>We will split up the task by question number and compare notes by email. We will download copies of relevant documents, and identify page/section of relevant documents that answer particular question.</p> <p>Q 3.0: Dale Gary            Q 3.1: Andrew Sohn            Q 3.2: Lenny Kaplan            Q 3.3: Clarisa Gonzalez            Q 3.4: Vincent Oria            Q 3.5: Andrew Sohn            Q 3.6: Clarisa Gonzalez; Dale Gary            Q 3.7: Vincent Oria</p> <p>--send results to Dale Gary by email by Oct. 13.</p>
<b>4: Assess need for additional information/study by Institutional Research</b>	No new studies were identified yet, but may be found after further work.
<b>5: Identify time for next meeting</b>	Next meeting set for Oct. 20, 4:00 – 5:30 pm, Fenster 398

### Part 4: Action Items from Agenda

<b>Action on Agenda</b>		<b>Individual Responsible</b>
1	Ask how far down in advisory boards to go for 3.3	Dale Gary
2	Everyone go through documents for each question, compare notes by email	All
3	Ask whether we need to reference page numbers, or how we pinpoint the relevant parts of very large documents	Dale Gary

4	Send sharepoint information to group	Vincent Oria
5	Find notes on Clarisa's meeting with advancement	Dale & Clarisa

**Part 5: Remaining Questions**

<b>Questions to be Answered</b>		<b>Individual Best Able to Provide Answers</b>