



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

Part 1. Attendance

Committee Number:	Group 1
MSCHE Standard Addressed:	Standard One
Meeting Date:	1/13/2011
Meeting Time:	1:00
Meeting Location:	329 ME
Chair:	Coppola
Vice-Chair:	Das
Committee Advisors:	
Committee Members Present:	
Committee Members Excused:	
Committee Guests:	
Meeting Purpose:	Review draft detailed outline; revise; assign members to tasks

Part 2: Agenda

Agenda Items	
1	
2	
3	
4	
5	

Part 3: Discussion of Agenda

Discussion on Agenda Items	
1	Reviewed draft
2	Discussed revisions
3	Assigned members to tasks
4	
5	

Part 4: Action Items from Agenda

Action on Agenda		Individual Responsible
1	Upload available documents to our Group documentation section in Moodle	Sanchoy
2	Update outline	Nancy
3	Create table indicating responsibilities	Nancy
4		
5		

Part 5: Remaining Questions

Questions to be Answered		Individual Best Able to Provide Answers
1	End date of self study period	Norbert Elliot
2	Can we meet with our liaison on a date different than January 24?	Ewa, Norbert
3		
4		
5		

