

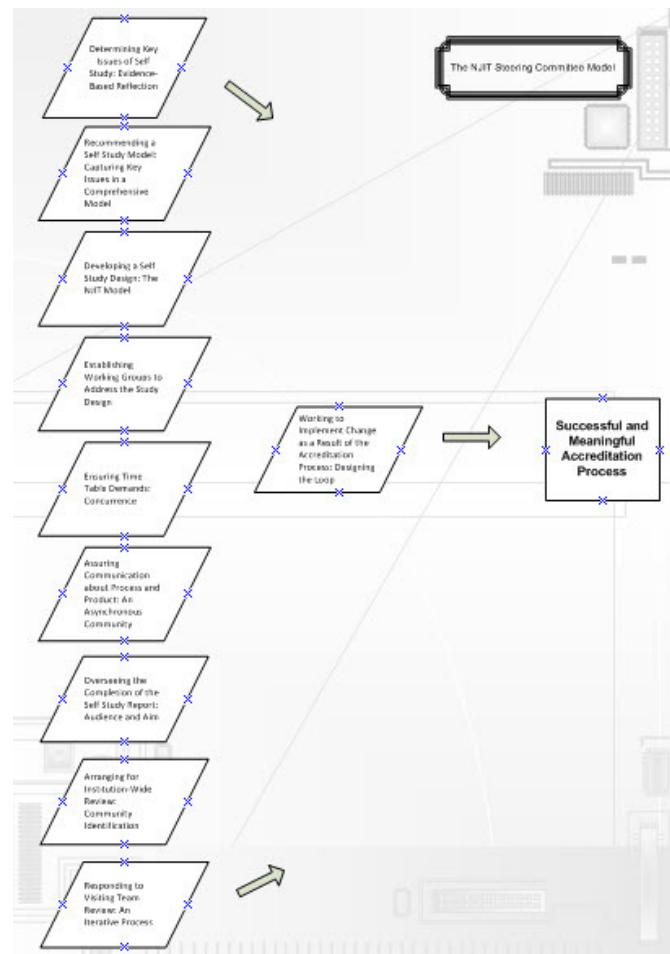
Initial Tasks for the Steering Committee

Meeting with Rapid Assessment and Steering Committee

August 20, 2009

Hosts: Norbert Elliot, Stephen J. Tricamo, Eugene P. Deess

Steering Committee Framework



Task 1. Review Key Documents

Characteristics of

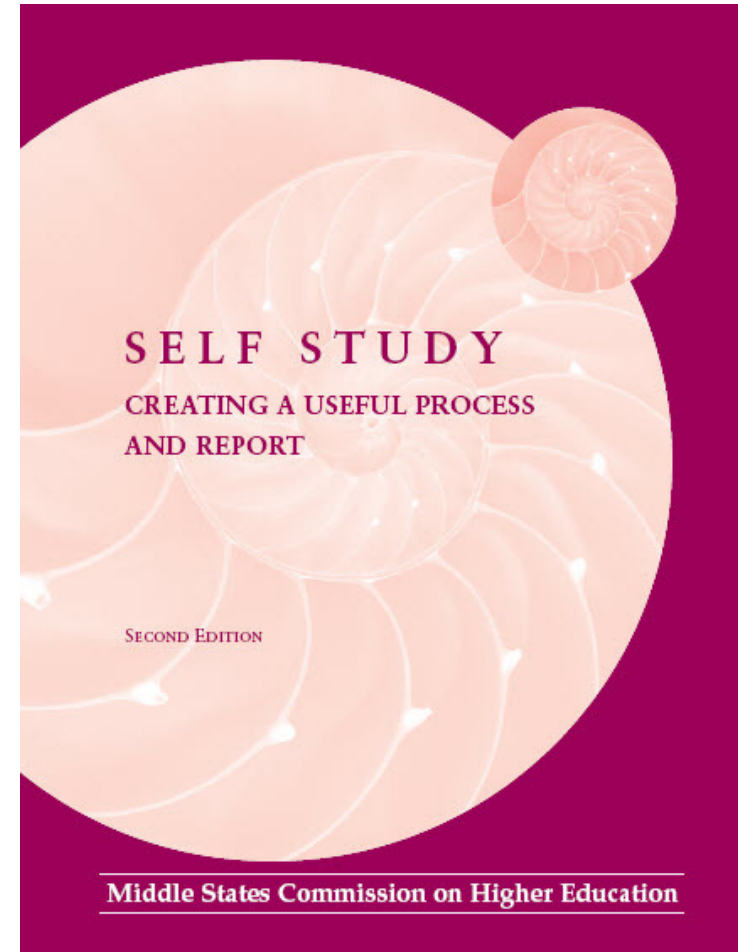
EXCELLENCE

in Higher Education

Requirements of Affiliation and Standards for Accreditation

Online Version - Revised March 2009 (pages xii and xiii)

Middle States Commission on Higher Education



Task 2. Identify NJIT Shareholders



Task 3. Review the Working Groups through Shareholder Analysis and Suggest Committee Members



Ansari, Nirwan

Department of Electrical and Computer Engineering

Academic Interests:

broadband networks, multimedia communications, computational intelligence, advanced networking.



Armenante, Piero

Department of Chemical Engineering

Academic Interests:

multiphase mixing, biological treatment, hazardous substance, pharmaceutical process, biomedical engineering.

Task 4. Develop Questions You Would Like Answered in Terms of the Fourteen Standards

Standards for Accreditation

Institutional Context

Standard 1: Mission and Goals	1
Standard 2: Planning, Resource Allocation, and Institutional Renewal	4
Standard 3: Institutional Resources	9
Standard 4: Leadership and Governance	12
Standard 5: Administration	18
Standard 6: Integrity	21
Standard 7: Institutional Assessment	25

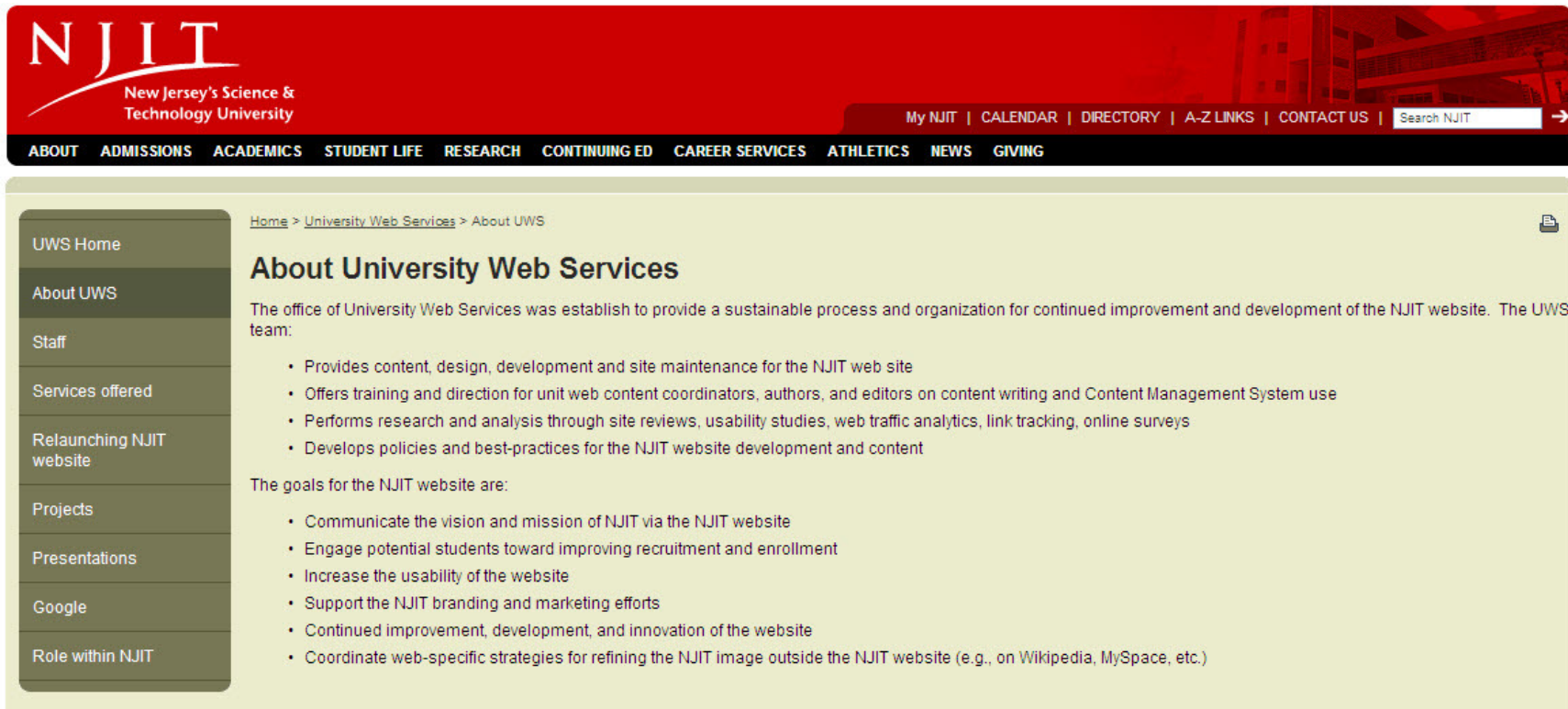
Educational Effectiveness

Standard 8: Student Admissions and Retention	31
Standard 9: Student Support Services	34
Standard 10: Faculty	37
Standard 11: Educational Offerings	40
Standard 12: General Education	47
Standard 13: Related Educational Activities (Basic Skills; Certificate Programs; Experiential Learning; Non-Credit Offerings; Branch Campuses, Additional Locations, and Other Instructional Sites; Distance or Distributed Learning; Contractual Relationships and Affiliated Providers)	51
Standard 14: Assessment of Student Learning	63

Task 5. Check the Time Table and Suggest Milestones

Page 3 A Self-Study Timetable Approximate and Flexible Dates for a Spring Visit (Total: 2 ½ years)	
Summer before Academic Year 1 > MSICHE reminds institution of the pending evaluation and invites it to The Self-Study Institute.	Spring-Summer Academic Year 2 > MSICHE selects evaluation team members, and the institution approves the selection. > Steering Committee receives drafts text from working groups and develops a draft self-study report.
Fall, Academic Year 1 > Self-Study Institute held to orient institutions beginning self-study. > Steering Committee Chair(s) and members chosen. > MSICHE staff liaison schedules self-study preparation visit to the institution.	Fall, Academic Year 3 > Campus community reviews draft self-study report. > Evaluation team Chair reviews draft self-study report. > Institution's governing board reviews draft self-study report. > Institution sends draft self-study report to evaluation team Chair, prior to Chair's preliminary visit. > Team Chair makes preliminary visit at least four months prior to team visit. > Institutions with a selected-topics self-study that elect to have a document review prior to the team visit: Conduct an early document review. > Institution prepares final version of the self-study report.
Spring, Academic Year 1 > Institution chooses its self-study model. > Institution determines types of working groups that will be needed. > Draft self-study Design finalized, including charge questions for working groups.	Winter or Spring, Academic Year 3 > Institution sends final report to evaluation team and to MSICHE at least six weeks prior to team visit.
Spring, Academic Year 1 – Fall, Academic Year 2 > MSICHE staff liaison conducts self-study preparation visit. > Staff liaison approves institution's self-study design.	Spring, Academic Year 3 > Team visit. > Institutions with a selected-topics self-study that elect to have a document review during the team visit: Conduct a concurrent document review. > Team report. > Institutional response.
Fall-Spring, Academic Year 2 > Steering Committee oversees research and reporting by working groups. > Working groups involve the community. > Working groups submit reports.	Summer or Fall after Academic Year 3 > Committee on Evaluation Reports meets. > Commission action.
Winter, Academic Year 2 > MSICHE selects the evaluation team Chair, and the institution approves the selection. > Chair and institution select dates for team visit and for the Chair's preliminary visit. > Institution sends a copy of the self-study design to the team Chair.	

Task 6. Identify Key NJIT Individuals to Help Assure Communication about Process and Product



The screenshot shows the NJIT website header with the logo and navigation menu. The main content area is titled 'About University Web Services' and includes a breadcrumb trail, a description of the UWS office, a list of services, and a list of goals for the NJIT website.

NJIT
New Jersey's Science & Technology University

My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US | Search NJIT →

ABOUT | ADMISSIONS | ACADEMICS | STUDENT LIFE | RESEARCH | CONTINUING ED | CAREER SERVICES | ATHLETICS | NEWS | GIVING

Home > University Web Services > About UWS

About University Web Services

The office of University Web Services was established to provide a sustainable process and organization for continued improvement and development of the NJIT website. The UWS team:

- Provides content, design, development and site maintenance for the NJIT web site
- Offers training and direction for unit web content coordinators, authors, and editors on content writing and Content Management System use
- Performs research and analysis through site reviews, usability studies, web traffic analytics, link tracking, online surveys
- Develops policies and best-practices for the NJIT website development and content

The goals for the NJIT website are:

- Communicate the vision and mission of NJIT via the NJIT website
- Engage potential students toward improving recruitment and enrollment
- Increase the usability of the website
- Support the NJIT branding and marketing efforts
- Continued improvement, development, and innovation of the website
- Coordinate web-specific strategies for refining the NJIT image outside the NJIT website (e.g., on Wikipedia, MySpace, etc.)

Tasks from Spring of 2010 through Spring 2012

- Overseeing the Completion of the Self Study Report: Audience and Aim
- Arranging for Institution-Wide Review: Community Identification
- Responding to Visiting Team Review: An Iterative Process
- Working to Implement Change as a Result of the Accreditation Process: Designing the Loop

Next Meeting

Sep 2009						
S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- Common Hours
 - Monday 11:30-1:00
 - Wednesday 2:30-4:00
 - Friday 8:30-10:00