

Minutes from May 17 Meeting Committee Progress Reports

1 and 2: Mission and Planning (Marty Krauss/Peter French)

- Committee has met, reviewed standards.
- Drafting will begin after commencement.
- The committee will provide a model/template for others.
 - Draft will be written, reviewed and distributed by end of summer.
- Committee is creating an inventory of supporting documents (e.g., departments doing external reviews, report on contract faculty)
- Some material will come from external reports (e.g., AAU, Cambridge Associates)
- Much of the material will come from Integrated Planning.

3: Organization and Governance (John Hose)

- John had preliminary meeting with Judy Sizer.
- They have deferred meeting with Stephen Reiner until after Commencement.
- Most of the standards involve description of what is in place now.
- The major issue “in play” is Board effectiveness.
 - They are using a consultant to move that issue forward.
- They are thinking of adding two trustees to the committee.

4: General Academic Program (Irv Epstein)

- They have had one meeting to discuss parameters of the charge.
- They will begin work after Commencement.

4: Undergraduate Degree Programs (Adam Jaffe)

- Committee has had one meeting where they went through each element to identify data needs.
- Most of it is fairly straightforward, and information is in the Bulletin.
- The biggest challenges concern major requirements being based on learning objectives and graduates being able to demonstrate having met them.
 - With 43 majors, there is a lot of unevenness.
 - They need to come up with a tabular format.
- The Committee will send out a questionnaire at the end of the summer when they have identified what data they have and what they need.

4: Graduate Degree Programs (Leslie Griffith)

- The committee has met several times to go through and understand the standards.
- The major challenge is that the programs are all different.
- They had intended to distribute a questionnaire, but found that many of the data are already available.
- Milton and Sybil are putting together an outline of the standard.

4: Integrity in the Award of Credit (Tren Dolbear)

- Committee has met once.
- Most of it is straightforward, but they need to do homework on distance learning.
- Most of the “red flag” items are things that Brandeis does not do (e.g., branch campuses).

4: Assessment of Student Learning (Jean Eddy)

- The challenges here are that assessment permeates all the standards, and that it occurs in and out of the classroom.
- This summer there will be an assessment audit.
 - What do units do, how do they do it, what are the best practices?
 - Marty has presented the idea to the Chairs’ meeting.
- Within Student Services, they are pulling together surveys and external data.
- Several faculty have been to assessment conferences.
- Several Student Services people will be going to a conference at Penn State in June.

5: Faculty (Maria Pellegrini)

- The committee has met once and is confident of staff’s ability to do this well.
- Data will be gathered over the summer.
- The major concerns are:
 - How much data will be needed?
 - There is lots of overlap in graduate and undergraduate teaching functions.
 - With 23 sub-points, how much writing is needed and how much can they condense it?
 - What constitutes research and scholarship across the units?

6: Students: Admissions, Retention and Graduation (Steve Burg)

- The committee has met once.
- Steve has reformulated questions to make them appropriate for faculty.
- The work plan over the summer is to construct a data set, to be completed by fall.
- A small group of faculty will be assembled to formulate answers.
- The standards are all data-driven.

6: Students: Student Services (Jerry Cohen)

- There has been one meeting of the committee.
- They have done mapping of the various areas.
- The committee is large so people should be interviewed individually.
- We should ask the question of what we are doing well and not so well.
- The standard will be written this summer.

7: Library and Information Resources (Sue Wawrzaszek)

- Sue handed out a sheet with the major points.
- The committee is actively gathering data now.
- The major challenge is coordinating with other committees since IT appears throughout the standards.

8 and 9: Physical and Technological Resources and Financial Resources (Peter French)

- The two committees have been merged since they both deal with tangible assets.
- They have started data collection.
- They will be using different groups for peer review:
 - Finance: Moody's A-rated institutions
 - Facilities: members of The Boston Consortium
- Over the summer they will be collecting policies and procedures.
- The committee is looking at Brandeis resources over time, and data will be gathered back to 2000.
- They are looking at the resource projections in the Integrated Planning document.
- They are also looking at external higher ed data sets (e.g., USN&WR, Cambridge Associates)
- The committee will meet again in mid-July and will have the outline of the story line by the end of the summer.

10: Public Disclosure (Lorna Whelan)

- The committee has met three times and has identified areas where the data exist.
 - They have sent out 14 emails to see if the information is sufficient/adequate.
- They have identified the evidence needed and have started to gather the data.
- The big challenge is: how do we present the outcomes of the education we provide?
 - The evidence is uneven.
 - This committee will rely on the reports of the other groups.
- This summer they will look at the data as it comes back.

11: Integrity (Richard Gaskins)

- This is a difficult standard to interpret, but seems to revolve around checks and balances.
- The two central issues for each of the sub-topics is:
 - Is there a spirit of fairness?
 - Is the fairness anchored in policies and how are they documented?
- This summer they will collect the policies and documents.
- They will compare policies across the committees and look for gaps.
- The storyline will be "We are fair and open."
 - The committee just needs the evidence.

Issues Arising from the Floor

- There should be a filled-in example of the template due in October so that people can see what it looks like.
- Should the committees go back to 1996 and bring the story up to date from then? (Answer: No)
- To coordinate the surveys, committees should work with Michael and Jim.
- Do surveys need to go through the Human Subjects Review Committee? (Answer: We'll look into that.)
- Given the current climate, sending out drafts in May/June may be perceived in the wrong way. Is there a way of accelerating activities so that drafts are released in March or April? (Answer: We will try to do that, but it depends on how quickly the committees work.)
- There should be a protected site where the drafts can be posted.