



Middle States Commission on Higher Education

3624 Market Street, Philadelphia, PA 19104-2680 Tel: 215-662-5606 Fax: 215-662-5501
www.msache.org

November 1, 2002

Dr. Jorge Velez Arocho
Chancellor
UPR - Mayaguez
P. O. Box 9000
Mayaguez, PR 00681

*Referring
Dr. Antonio
Gonzalez
J.*

Dear Dr. Velez Arocho:

Our current records indicate that UPR - Mayaguez is scheduled for review of its accreditation during the 2004-2005 academic year. It will be my pleasure to serve as your institution's liaison with the Commission throughout the entire period of self-study and evaluation. Since the period of preparation usually lasts three semesters or more, I would plan to visit your campus during either the spring 2003 or fall 2003 semester for preliminary discussions with you and your colleagues.

This early staff visit is designed to acquaint as many as feasible with the purpose and procedures of evaluation, as well as to discuss your institution's preliminary plans for self-study. I hope that by the time of my visit you will have established a steering committee or identified an existing campus group that will be responsible for overseeing self-study planning and implementation.

The typical agenda for the day should include my meeting with these individuals or groups:

- ◆ you alone (thirty minutes)
- ◆ you and the chair of the self-study steering committee (thirty minutes)
- ◆ your cabinet or key administrators (forty-five minutes)
- ◆ steering committee (one hour)
- ◆ representative student group, including new students as well as those about to graduate (thirty minutes)
- ◆ representative faculty group (forty-five minutes)
- ◆ representatives of your Board or advisory group (one hour)

You may wish to schedule the meeting with representatives of the Board during the lunch hour; however, I specifically request that I not meet with the steering committee over lunch.

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I have enclosed copies of *Characteristics of Excellence in Higher Education: Standards for Accreditation*, as well as the new edition of *Designs for Excellence: Handbook for Institutional Self-Study*. These documents will be useful to you as you plan your self-study process. Please note that on page 21 of *Designs for Excellence* there is a description of the staff visit I am proposing to make.

In order for me to plan my work for calendar year 2003, I ask that you advise me at your earliest convenience whether you prefer a spring 2003 or fall 2003 staff visit. I look forward to working with you and your colleagues in the coming months.

Sincerely,

A handwritten signature in cursive script that reads "George Santiago, Jr." followed by a large, stylized flourish.

George Santiago, Jr., Ph.D.
Executive Associate Director

GSIJ/clr

Enclosures

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