



May 9, 2014

EXECUTIVE SUMMARY- SEMESTER I1- 2013-14: MSCHE STEERING COMMITTEE

Since our last executive summary report (December 11, 2013), the UPRM-MSCHE Steering Committee has carried out a series of relevant tasks to fulfill the Committee's timeline. During the end of March 2014, Drs. Seguel and Briano wrote the Monitoring Report requested by MSCHE. Dr. Morales revised, edited, and submitted the MSCHE Monitoring Report, which was due April 1, 2014. The report, which is available online (http://www.uprm.edu/msche2015/web/?page_id=191) addressed and responded to MSCHE's concerns regarding the "documenting evidence of an independent audit for FY2013, with evidence of follow-up on any concerns cited in the audit's accompanying management letter for both FY2012 and FY 2013 (Standard 3) . To remind the institution of its obligation to inform the Commission about any and all significant developments related to the investigation of the National Science Foundation. The Commission expects to be informed of such developments within ten business days of their occurrence. To further remind the institution of its obligation to ensure timely production of audited financial statements."

From January 24, 2014 to May 2, 2014, the UPRM- MSCHE Steering Committee:

Conducted a total of 8 meetings during the semester (the coordinators also conducted individual meetings with their subcommittees)

- **January:** 24, 31
- **February:** 14, 28
- **March:** 7, 14
- **April:** 4
- **May:** 2

During these meetings, the UPRM- MSCHE Steering Committee discussed the response rates and/or results of the different questionnaires sent to the community:

- **First, second, third, fourth, and fifth year students:** The results were presented by Prof. Mercedes Ferrer in *Perfiles*, a UPRM publication from the Office of Institutional Research and Planning.
- **Faculty:** Only 33% of the faculty members have responded to the questionnaire. A preliminary result chart was sent to the members of the committee (see Appendix A).
- **Non teaching personnel:** Presently, only 12% of this population has responded to the questionnaire. Various messages were sent to request that they complete the survey (see Appendix A).
- **Directors of Administrative Offices:** Thirty eight administrative offices received the questionnaires. Although 55% have responded, there is a need for the remaining offices to respond so that the Committee can include these in the Monitoring Report.
- **Academic Directors:** Twenty nine directors received the questionnaire from the UPRM- MSCHE Steering Committee. Various meetings took place last semester and also at the beginning of this semester. The deadline, per their request, was February

13, 2014 to hand in the responses. At the moment, several academic directors have not handed in or have not fully completed all the questionnaires (see Appendix A).

- **Academic Senators:** Only 15 of the 50 Senators have responded to the UPRM-MSCHE survey.
 - **Academic Counselors:** Only seven of the 52 academic counselors responded to the survey.
 - **Deans:** Only one Dean, from Business Administration, has responded to the questionnaire (see Appendix A).
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- **February 2014:** The Committee requested and received Ms. Ángela Fernández, as the administrative assistant for the UPRM-MSCHE Steering Committee.
 - **February 10 – 11, 2014:** The non-teaching personnel orientations took place February 10 from 1:30-2:30 pm and February 11 from 8:30-9:30 am at Figueroa Chapel. Dr. Pagan presented on Monday and Dr. Dr. Bartolomei presented on Tuesday, February 11.
 - **February 20, 2014:** Dr. Pagan provided an orientation about Middle States to the student council members and the presidents of the student associations.
 - **February 20, 2014:** Drs. Vásquez, and Morales attended the Town Hall meeting in San Juan.
 - **February 27, 2014:** The committee met with Dr. Guerrero at 2:15p.m in Celis 202.
 - **March – April 2014:** The NSSE survey originally closed in March with a response rate of 29.6%. The survey reopened in April after Dr. Morales requested, in writing to the Chancellor, that a raffle take place for one student participant to win an iPad. The Chancellor approved offering the iPad and, after this, the number of responses increased. On Thursday, May 1, 2014, Ms. Laurie Salmerón won the raffle. She was notified and an official e-mail will be sent to the UPRM community.
 - **March 11, 2014:** Dr. Bartolomei offered a presentation about the reaccreditation process to the Medical Services personnel. During the presentation, many questions were answered, mainly about the survey they received.
 - **March 14, 2014:** Dr. Morales and Dr. Pomales gave a presentation to the Directors of the Dean of Administration. The Directors responded well and were working on assessment.
 - **March 17, 2014:** Dr. Pomales met with Angel Pérez and Giselle Rodríguez from the Finance Office since they had some doubts on how to answer some of the questions on the survey. Various questions were revised to focus specifically on the Finance Office.
 - **April 10, 2014:** An executive report was presented to the Chancellor (see Appendix B). The report presents the offices that had not submitted the questionnaire. Dr. Morales personally spoke to the Chancellor about the Committee's concerns and the Chancellor agreed to call each Director and request responses to the questionnaire by April 22, 2014.
 - **April 11, 2014:** Dr. Pomales presented information regarding Middle States as part of Library week. The presentation was received well and the Director of the Library sent a thank you letter.
 - **April 30, 2014:** Drs. Pedro Vásquez and Betsy Morales went to WORA to be a part of the UPRM Television program. Ms. Azyadeth Vélez interviewed both members of the

UPRM-MSCHE Steering Committee. Both members highlighted the importance of the reaccreditation process and invited them to visit the Web page for more information.

- **May 5, 2014:** One important area to highlight to the institutional community is that on May 5, 2014, Dr. Tito Guerrero contacted Dr. Betsy Morales and requested permission to use our institution's Self-Study Design as a model for other institutions (see Appendix C). Dr. Morales agreed and will share this information with the Steering Committee. This invitation demonstrates the excellence and dedication performed by our Steering Committee to produce this exemplary document.
- **May 10, 2014:** Dr. Pagán and Professor Ferrer will present to all the employees of the Dean of Students. Dr. Pagán will present assessment and Professor Ferrer will present strategic planning.
- **May 2014:** The UPRM Web page should be placed on the main UPRM page before this semester ends. Dr. Morales spoke to Dr. Ludim about this endeavor.
- Throughout the semester, Steering Team members have met regularly with their sub-committees to align the questionnaires with their standard's tasks, and to prepare their standard's reports. Until all results are available, their work schedules have been impeded.

Future Endeavors:

- **Community Outreach:** On May 22, 2014 at 2:00 pm, several members will participate in a UPRM Radio program about MSCHE accreditation.
- **Increased Responses from Faculty:** The Committee still hopes to reach a 50-60 percent response rate for the faculty questionnaire. Various reminders to the faculty will be e-mailed requesting their responses to the questionnaire. With the support of the Chancellor, Deans, and Directors, the Committee anticipates reaching this goal.
- **Increased Responses from Directors:** As soon as the the directors finish responding, the committee can begin reporting their results. The directors' responses are essential for the Steering Committee to begin writing the report next semester. However, this is contingent upon the response rate of the directors. Without the directors' input, there will be a delay in the MSCHE timeline.
- **MSCHE Task Forces:** The sub-committees will continue to meet with their teams to work on writing the Self Study Report for each standard.
- **MSCHE Steering Committee:** The UPRM-MSCHE Steering Committee will meet on Fridays and continue to advance its efforts for Middle States accreditation.

- **Recommendations and Final Remarks:**

- **Responses from all Directors:** The UPRM-MSCHE Steering Committee requests that the Chancellor urge all Directors to respond to the questionnaires. Sufficient time has been allotted (five months) and without this information, it is impossible to report thoroughly on behalf of these offices.
- **MSCHE Work Schedule:** The unacceptable low response rates and late responses from directors, academic senators, and academic counselors have had a negative impact on the work schedule of this Committee. By the end of this semester, we intended to have several of the questionnaires summarized, analyzed, and organized in a database; regrettably, none of these activities could be completed on time. This Committee believes that all personnel who have administrative responsibilities or are in leadership positions have an obligation with the university to actively participate in the accreditation process. Their lack of participation not only hinders the work schedule of this Committee, but puts at risk the on-time completion of our Self-Study Report and, hence, our MSCHE reaccreditation.
- **Implementation of the Institutional Assessment Committee, the Institutional General Education Committee, and the OMCA Office:** As requested in the December 2013 report, the **Institutional Assessment Committee**, the **Institutional General Education Committee**, and the **OMCA Office** urgently need to collaborate with MSCHE reaccreditation by carrying out specific work plans and providing resources in order for the institution to meet reaccreditation standards. Although the request was that these offices begin these efforts in January 2014, to this day, this has not happened.
- **Federal Regulations for Online and Hybrid Courses:** Although Drs. Vásquez and Morales met with the Associate Deans of Academic Affairs on December 2, 2013 to discuss the Federal Regulations for online and hybrid courses, there has been no progress in creating institutional policies. The Deans proposed creating a committee to discuss the Regulations and put into effect their compliance. The Associate Deans of Academic Affairs created the online and hybrid courses committee, which met on December 3, 2013. Dr. Morales was invited, as the UPRM-MSCHE Steering Committee representative, to inform the committee of the Federal Regulations regarding online courses. Presently, these Regulations have not been discussed and **no information has been distributed to the UPRM community.**
- **OIIP Support:** To support the Steering Committee, we request that the Office of Institutional Research and Planning assign one or more persons to prepare statistical summaries of all questionnaires. This will allow the Committee to incorporate these statistics in their report.

Appendix A- Summary of Responses to Questionnaires

Faculty	Sent Questionnaires	Started Questionnaires	Started Percentage	Completed Questionnaires	Completed Percentage
ADEM	45	29	64%	24	53%
Ingeniería	182	88	48%	70	38%
Ciencias Agrícolas	44	32	73%	26	59%
Artes y Ciencias	377	164	44%	128	34%
Rectoría	1	1	100%	1	100%
Decanato de Estudiantes	15	9	60%	7	47%
Decanato de Asuntos Académicos	29	19	66%	16	55%
EEA	55	22	40%	15	27%
SEA	162	14	9%	9	6%
Total	910	378	42%	296	33%

Area	Sent Questionnaires	Started Questionnaires	Started Percentage	Completed Questionnaires	Completed Percentage
No Docentes	1213	173	14%	140	12%

Appendix A- Summary of Responses to Questionnaires

Item	Office	Director	Completed
1	Human Resources	Lisette Gonzalez	Yes
2	Purchasing Office	Carmen Negrón	Yes
3	Admissions Office	Madeline Rodriguez	Yes
4	Band and Orchestra	Edgar Velez	Yes
5	Financial Aid	Yamil Negrón	Yes
6	Exchange Program	Ilia Velez	Yes
7	Counseling and Psychological Services	Zaida Calderón	Yes
8	OIIP	Hector Jimenez	Yes
9	Students Ombudsperson	Olga Collado	Yes
10	Registrar's Office	Briseida Melendez	Yes
11	Division of Continuing Education	Jose Ferrer	Yes
12	Graduate Studies Office	Maribel Acosta	No
13	Alumni Office	Yomarachaliff Luciano	Yes
14	Buildings and Grounds	Roberto Ayala	Yes
15	Professional Enhancement Center	Jaquelina Alvarez	Yes
16	Finance Office	Angel Perez	No
17	Academic Counselors		No
18	Computer Center Director	Jose Cuevas	Yes
19	R&D Center	Marisol Vera	No
20	Budget Office	Wilson Crespo	No
21	SEA	Luis Mejia	No
22	EEA	Elvin Román	No
23	General Library	Arelys Fernandez	Yes
24	Social and Cultural Activities	Yomarachaliff Luciano	Yes
25	Athletic Activities	Yomarachaliff Luciano	Yes
26	Child Care Network	Maritza Arroyo	No
27	Quality of Life	Virgen Aponte	Yes
28	Student Placement	Nancy Nieves	Yes
29	Traffic and Surveillance	Carlos Marrero	No
30	Auxiliary Services	Carlos Olivencia	No
31	Natatorium	Efrank Mendoza	No
32	Legal Advisors	Gretchen Huyke	No
33	Environmental Management	Maria Fernandez	No
34	Press and Publications	Mariam Ludim	No
35	EHS	Roberto Torres	No
36	University Enterprises	Rocio Zapata	Yes
38	Personnel Liaison	Vanessa Alequin	No

Appendix A- Summary of Responses to Questionnaires

Faculty	Director	Close d	Standard s 1-3	Standard s 4-7	Standard s 8-10	Standard s 11-14
INQU	Aldo Acevedo	No	No	No	No	No
Economía Agrícola	Alwin Jimenez	Yes	Yes	Yes	Yes	Yes
Agricultural Science	Angel Gonzalez	Yes	No	No	No	No
Biotechnology	Carlos Rios	Yes	No	No	No	No
NURSING	CELIA COLON	Yes	Yes	Yes	Yes	Yes
Educ. Agrícola	David Padilla	No	No	No	No	No
Social Sciences	Douglas Santos	Yes	Yes	Yes	Yes	No
Ciencias y Tech Alimentos	Edna Negron	Yes	Yes	Yes	Yes	Yes
Cultivos y Ciencias Agroambientales	ELVIN ROMAN	Yes	Yes	Yes	No	No
INAG	Hector Lopez	Yes	Yes	Yes	Yes	Yes
INCI	Ismael Pagan	Yes	Yes	Yes	Yes	Yes
INGE	Jaime Ramirez	Yes	Yes	Yes	Yes	Yes
Hispanic Studies	Jaime Martell	Yes	Yes	Yes	Yes	Yes
Economics	Jeffrey Valentin	Yes	Yes	Yes	Yes	Yes
Marine Sciences	John Kubaryk	No	No	No	No	No
INPE	Jose Latorre	Yes	No	No	No	No
Geology	Lizzette Rodriguez	Yes	Yes	Yes	Yes	Yes
ADEM	Lucyann Fernandez	Yes	Yes	Yes	Yes	Yes
Physical Education	Margarita Fernandez	Yes	Yes	Yes	Yes	Yes
Biology	Nanette Diffoot	Yes	Yes	No	Yes	No
Mathematical Sciences	Omar Colon	Yes	No	Yes	no	No
INEL/ICOM	Pedro Rivera	Yes	Yes	Yes	Yes	Yes
Humanidades	Rafael Jackson	Yes	Yes	Yes	Yes	Yes
Physics	Rafael Ramos	Yes	Yes	Yes	Yes	Yes
Química	Rene Vieta	No	No	No	no	No
INME	Ricky Valentin	no	Yes	Yes	Yes	No
English	Rosita Rivera	Yes	Yes	Yes	Yes	Yes
ININ	Viviana Cesani	Yes	Yes	Yes	Yes	Yes
Cultivos y Ciencias Agrícolas	Winston de la Torre	No	No	no	No	No
Total Completed		22	20	20	19	16

Appendix A- Summary of Responses to Questionnaires

Area	Dean	Closed	Open 1	Open 2
Students	Francisco Maldonado	No	No	No
Administration	Dario Torres	No	No	No
Academic Affairs	Jaime Seguel	No	No	No
Engineering	Agustin Rullan	No	No	No
Business Administration	Ana E. Martin	Yes	Yes	Yes
Agricultural Sciences	Gladys Gonzalez	No	No	No
Arts and Sciences	Manuel Valdes	No	No	No

Appendix B:

EXECUTIVE SUMMARY- RESPONSES TO MSCHE QUESTIONNAIRES April 10, 2014

On November 8 and 22, 2013, the UPRM- MSCHE Steering Committee met with the Academic and Administrative Directors in Monzón 201. At the meeting, the Directors stressed that they did not have sufficient time to answer the questionnaires. As a result, the Steering Committee agreed to extend the deadline for handing in the questionnaires to February 13, 2014. In addition, the committee offered to provide a supplementary meeting with the Directors prior to the February 13, 2014 deadline. Subsequently, the Steering Committee met with the Directors on January 31, 2014 to clarify their questions or doubts.

On February 13, the committee had not yet received numerous questionnaires. The MSCHE Coordinator sent various e-mails to the Deans requesting assistance in notifying and urging the directors to respond. However, effective Wednesday, April 9, 2014, the below directors have still not responded.

A report provided by the OIIP to the Coordinator shows the number of students serviced by each department per semester (See Appendix). This semester, the three programs that service the highest student population have not responded to the questionnaire. The three programs are: Biology (N= 7207), Chemistry (N= 5705), and Mathematical Sciences (N= 5662). Their feedback is essential since it will provide data that best reflects the needs of the programs that serve the bulk of our student population.

All responses provided by the administrative and academic directors reflect the status of their programs and supply the Steering Committee with important information to begin the analysis for the Self-Study Report. It is vital that the academic and administrative directors complete the questionnaires and provide the requested materials for this report. Therefore, we request your assistance, once again, in advising the administrative personnel of the significance of their responses, and requesting their thorough cooperation in completing the questionnaires by April 23, 2014.

Administrative Offices (N=28)

Office	Director	Completed
OIIP	Hector Jimenez	No
Graduate Studies Office	Maribel Acosta	No
Buildings and Grounds	Roberto Ayala	No
Finance Office	Angel Perez	No
R&D Center	Marisol Vera	No
Budget Office	Wilson Crespo	No
SEA	Luis Mejia	No
EEA	Elvin Román	No
Child Care Network	Maritza Arroyo	No

Academic Directors (N-29)

Faculty	Director	Closed	Standards 1-3	Standards 4-7	Standards 8-10	Standards 11-14
INQU	Aldo Acevedo	No	No	No	No	No
Agricultural Science	Angel Gonzalez	Yes	No	No	No	No
Biotechnology	Carlos Rios	Yes	No	No	No	No
Educ. Agricola	David Padilla	No	No	No	No	No
Social Sciences	Douglas Santos	Yes	Yes	Yes	Yes	No
Ciencias y Tech Alimentos	Edna Negron	No	Yes	Yes	Yes	Yes
Cultivos y Ciencias Agroambientales	ELVIN ROMAN	No	No	No	No	No
INGE	Jaime Ramirez	No	Yes	No	Yes	No
Marine Sciences	John Kubaryk	No	No	No	No	No
INPE	Jose Latorre	No	No	No	No	No
ADEM	Lucyann Fernandez	Yes	Yes	No	Yes	No
Biology	Nanette Diffoot	No	No	No	No	No
Mathematical Sciences	Omar Colon	No	No	No	No	No
Química	ReneVieta	No	No	No	No	No
INME	Ricky Valentin	No	Yes	Yes	Yes	No
Cultivos y Ciencias Agrícolas	Winston de la Torre	No	No	No	No	No

Tito Guerrero <TGuerrero@msche.org>
To: Betsy Morales Caro <betsy.morales@upr.edu>

Appendix C

Mon, May 5, 2014 at 5:42 PM

I will be leaving shortly for a week's worth of travel. So, I hope that this e-mail response will suffice. Please share with your Steering Committee members that I asked for your permission to share your approved Self-Study Design with another institution as a model.

Best wishes to you.

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>>> Betsy Morales Caro <betsy.morales@upr.edu> 5/5/2014 5:18 PM >>>
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