

MEETING MINUTES

STEERING COMMITTEE



Date: October 16, 2023

Time: 9:00 AM – 12:00 PM

Room: Celis 119

IN ATTENDANCE

Dr. Nancy V. Vicente Vélez, Coordinator
Dr. Rosita L. Rivera Rodríguez, Co-Coordinator
Dr. Francisco M. Monroig Saltar, Member
Dr. Edly Santiago Andino, Member
Dr. Jonathan Muñoz Barreto, Member
Dr. Anidza Valentín Rodríguez, Member
Dr. José R. Ferrer López, Member
Prof. Griselle M. Toro Comas, Member
Mr. Humberto L. Nieves Martínez, Administrative Officer

MATTERS DISCUSSED

- **Co-Coordinator** – Dr. Rosita L. Rivera Rodríguez was appointed as Co-Coordinator of the Steering Committee.
- **Document Translation** – Discussion of the alternatives available for the translation of official documents, including the final report of the Steering Committee. Dr. Gayle Griggs was the editor of the self-study design and will be considered to support the committee as the editor of the final report.
- **Information Update** – It was agreed to update the information available from the Coordinator, Dr. Nancy V. Vicente Vélez, in the official media of the Middle States Commission on Higher Education (MSCHE), including the information managed by the Office of Planning, Research and Institutional Improvement.
- **Office of Planning, Research, and Institutional Improvement** – Mr. Humberto L. Nieves Martínez and Prof. Griselle M. Toro Comas had a brief meeting with Mrs. Sheila Marty Rodríguez to learn about the tasks she carries out, related to the Middle States Commission on Higher Education (MSCHE), from the Office of Planning, Research, and Institutional Improvement.

- **Questionnaires** – Follow-up of the status of the previously circulated questionnaires, the data already obtained and continue collecting data through the questionnaires. We specifically evaluated who had shared the links to the previous questionnaires with the purpose of carrying out the corresponding follow-up. The Steering Committee established November 10, 2023, as the deadline to complete the questionnaires. Dr. Rosita L. Rivera Rodríguez will oversee drafting the letter, tables and examples of evidence and Mr. Humberto L. Nieves Martínez will be sending the official communication via email.
- **Support to complete questionnaires** – It was agreed to reserve November 6, 2023, as the day on which the Steering Committee would be accessible and available to the university community, both in person and virtually, to clarify doubts and questions about the questionnaires. The Steering Committee would be available that same day throughout the morning at Celis 119 and virtually via Microsoft Teams.
- **Timeline** – The Timeline was amended and approved.
- **Web Page** – The information to be included in the new web page was defined.
- **Strategic Plan** – The current Strategic Plan was discussed to clarify if it was the one that applies to the Self-Study Report. The term was extended by the Administrative Board until 2024 (Certification 21-22-143).

NEXT MEETING

Date: October 23, 2023

Time: 9:00 AM – 12:00 PM

Room: Celis 119