MEETING MINUTES

STEERING COMMITTEE

Date:	October 30, 2023
Time:	9:00 AM – 12:00 PM
Room:	Celis 119

IN ATTENDANCE

Dr. Nancy V. Vicente Vélez, Coordinator (*Excused*)
Dr. Rosita L. Rivera Rodríguez, Co-Coordinator
Dr. Francisco M. Monroig Saltar, Member
Dr. Edly Santiago Andino, Member (*Excused*)
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

- **Web Page** – It was agreed to have a meeting with the collaborating students of the Deanship of Academic Affairs for the design of the official website of the MSCHE accreditation process at UPRM.

- **Questionnaires** – Follow-up on questionnaires aimed at teaching staff, non-teaching staff and students. These questionnaires were created using Google Forms unlike the others created through Microsoft Forms. The Director of the Information Technology Center was contacted to request help with access to these questionnaires.

- **Email** – The creation of a Gmail email account (upr.edu) was requested. A previous account was identified (uprm-msche@uprm.edu) and activated.

- **Permanent Institutional Assessment and Accreditation Committee** – The Steering Committee recommended the creation of an institutional committee to work all reaccreditation processes and the implementation of an institutional assessment plan.

- **New Deadline** – December 1, 2023 was established as the new deadline to complete and submit all questionnaires.

NEXT MEETING

Date: November 6, 2023
Time: 9:00 AM – 12:00 PM
Room: Celis 119

Collaboration/Guidance – University Community