MEETING MINUTES
STEERING COMMITTEE

Date: December 4, 2023
Time: 9:00 AM – 11:00 AM
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 (Excused)
Dr. Anidza Valentín Rodríguez, Member (Excused)
Dr. José R. Ferrer López, Member (Excused)
Prof. Griselle M. Toro Comas, Member
Mr. Humberto L. Nieves Martínez, Administrative Officer

MATTERS DISCUSSED

▪ Questionnaires – The number of questionnaires submitted until the deadline of December 1, 2023, was counted. Dr. Francisco M. Monroig Saltar prepared a table with detailed information.

▪ Information Request – Each Dean and Director will be asked for specific evidence, preferably in Word format, to complement the questionnaires. Some examples discussed are:
  o Accreditations
  o Annual Reports
  o Assessment Plans
  o Course Reviews
  o Curriculum Reviews
  o Five-Year Reports
  o Recruitment Plans
  o Strategic Plans

▪ Timeline – It was agreed to modify the timeline to add two dates for interim reports of the working groups: March 15, 2024, and April 12, 2024.
Meeting with the Chancellor – A meeting with the Chancellor was coordinated for December 11, 2023, at 9:00 AM.

Key points:

- **Progress Report**
  - Working groups – Previous working group members’ availability was assessed, and new members were recruited. They are fully assembled and meeting.
  - Self-study design update – New dates for data gathering and analysis were established. Updated design with new Steering Committee and Working Groups composition was sent to MSCHE.
  - Questionnaires – Results gathered until December 1, 2023. Working groups will analyze data.
  - Evidence gathering – Specific evidence will be requested from Deans and Directors to complement that of the questionnaires.

- **Feedback Needed**
  - Institutional Assessment for Student Learning (Cert. 03-04-180 Administrative Board and Cert 03-43 Academic Senate) - Status, who is in charge to review, update and follow up at institutional level. Future steps?
  - MSCHE Final Visit Report – we have access to the Self-study report, but we do not have access to a copy of the Final MSCHE Visit Report for the previous visit.
  - Recommendations of previous self-study – Status of previous recommendations – Who was in charge to follow-up and address recommendations? Will be evaluated as part of the analysis.

**NEXT MEETING**

Date: December 11, 2023
Time: 9:00 AM – 12:00 PM
Room: Celis 119