

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:
 - *Accreditations*
 - *Annual Reports*
 - *Assessment Plans*
 - *Course Reviews*
 - *Curriculum Reviews*
 - *Five-Year Reports*
 - *Recruitment Plans*
 - *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