

MEETING MINUTES

STEERING COMMITTEE



Date: December 11, 2023

Time: 9:00 AM – 12:00 PM

Room: Chancellor's Office - 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 (**Excused**)
Dr. Anidza Valentín Rodríguez, Member
Dr. José R. Ferrer López, Member
Prof. Griselle M. Toro Comas, Member
Mr. Humberto L. Nieves Martínez, Administrative Officer

MEETING OF MSCHE STEERING COMMITTEE WITH THE CHANCELLOR

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?
- 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.

MATTERS DISCUSSED

- **Information Request** – Drafting the letter addressed to the Deans with the purpose of collecting the necessary documentation (*accreditations, annual reports, assessment plans, course reviews, curriculum reviews, five-year reports, recruitment plans, strategic plans*) for the evidence inventory. This is for those who could not complete the questionnaire. December 20, 2023 was determined as the deadline to submit evidence.
- **2015 Self-Study Design** – Discussion of suggestions, recommendations and commendations that appear in the 2015 Self-Study Design.
- **2023 Self-Study Design** – The Coordinator, Dr. Nancy V. Vicente Vélez, sent the revised Self-Study Design to the MSCHE liaison, Dr. Anne Wahl (December 10, 2023).
- **Information Search** – The search and evaluation of information about the past accreditation process continued. The Deanship of Academic Affairs provided valuable information.

NEXT MEETING

Date: December 18, 2023

Time: 9:00 AM – 12:00 PM

Room: Celis 119