



MINUTES
EXECUTIVE COMMITTEE MEETING
December 17, 2007
AE 320D

PRESENT:

Prof. Jaime Santiago Canet, Chair
Prof. Shirley Santiago
Prof. Carmen Judith Acosta Fumero
Prof. Gaspar Torres
Prof. Carmen L. Velázquez
Dr. Gilbert Toro-Ventura
Mr. José Alfredo Negrón, Student Rep.

EXCUSED:

Prof. Damaris Rosado
Hon. Rafael Hernández Colón
Prof. Myriam López
Prof. Carl Sauder, VPAA
Dr. Juan Quintana, AVPAA

- I. The meeting was called to order at 10:15 A.M. by the chair, Dr. Jaime Santiago Canet, after establishing quorum. After a brief prayer, the committee proceeded with the approval of the October 24 minutes. As there were no corrections or additions, the minutes were approved.
- II. The next point on the agenda was the report on the annual conference of the Middle States Commission on Higher Education (MSCHE) held in Philadelphia from December 8-12, 2007. President Marcelina Vélez de Santiago, Vice-President of Academic Affairs Carl Sauder, and the director of the Accreditation Office, Prof. Carmen Judith Acosta attended the conference. Prof. Acosta gave a handout titled "In Plain Sight-Making the Higher Education Story Clear" which summarized the principal points of the conference. She emphasized that all the presentations focused on assessment and student outcomes, emphasizing that institutions must present evidence of said outcomes. In addition, the representatives of Pontifical Catholic University (PCUPR) met with Dr. Luis Pedraja who is the liaison of Middle States with PCUPR. Two key points were emphasized: first, each branch has its own distinctive features and therefore should have its own strategic plan; and second, we should never assume that the commission knows and understands the institution completely, so we should explain the institutional background clearly and explicitly.
- III. The following point on the agenda was the report by the chair of the Statistics Committee, Prof. Gaspar Torres. In his report he made reference to the December 6 letter he sent to the chair of the Executive Committee, Dr. Jaime Santiago Canet,

regarding the statistics and data the committee is collecting and compiling in order for the task groups to accomplish their charges. The committee requires that the task groups submit a specific list of the information they need. He also noted that the information compiled in the last accreditation report was up to 2005 and that this needs to be updated to 2007. It was suggested that the data should be as current as the August-November 2008 fall trimester. Prof. Torres asked that the Center for Integrated Communication (CCI) create a sub-folder for the Statistics Committee and that the task group chairs make their petitions via e-mail. Finally, Prof. Torres submitted to the Executive Committee copies of an example of how NSSE mapped survey items to Middle States Commission Standards and how this can be useful in institutional assessment processes.

- IV. The next item on the agenda was discussion of correspondence received. Dr. Santiago Canet handed out copies of the Statement of Accreditation Status (SAS) letter which indicates the most recent commission action. As of November 15, 2007, the Commission has decided:

“To accept the monitoring report. To request that the Periodic Review Report due June 1, 2009, document further progress in the implementation of (1) a comprehensive institutional strategic plan, including evidence that assessment results, direct measures, and benchmarks are used for strategic planning and budgeting (Standard 2); and (2) a comprehensive, organized, and sustained process for the assessment of student learning, including evidence that assessment results are used to improve teaching and learning (Standard 14).”

As a result of the discussion, it was stated that the central administration of the university must establish the link between the strategic plan, the budgeting process, and assessment. To this end, the chair will ask for a meeting with President Marcelina Vélez de Santiago to further discuss the SAS letter.

- V. The date of the next Executive Committee meeting will tentatively be January 24, 2008 with President Marcelina Vélez de Santiago. The Steering Committee meeting will be changed to Tuesday, January 29.
- VI. Under New Business, Prof. Gaspar Torres informed that he will be working with retention rates using SPSS.
- VII. As there was no further business to discuss, the meeting was adjourned at 11:30.

Respectfully submitted,

Shirley Santiago de Jiménez

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Recording Secretary