



MINUTES
EXECUTIVE COMMITTEE MEETING

October 24, 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
Prof. Myriam López
Prof. Carl Sauder, VPAA
Dr. Juan Quintana, AVPAA

EXCUSED:

Prof. Damaris Rosado
Hon. Rafael Hernández Colón
José Alfredo Negrón

GUESTS:

Francisco Suárez, PCUPR Webmaster
Héctor Rivera, CCI

- I. The meeting was called to order at 1:50 P.M. by the chair, Prof. Jaime Santiago Canet, after establishing quorum. Prof. Carmen Velázquez then led the committee in prayer. The agenda was amended to include the approval of the August 29, 2007 minutes. Immediately thereafter, the minutes were approved as sent.

- II. The next point on the agenda was the update report on the MSCHE-PCUPR webpage. Mr. Francisco Suárez, who is the university Webmaster, and Mr. Héctor Rivera from the Center for Integrated Communications (CCI) were present to report to the committee as well as collect recommendations for the webpage. Mr. Francisco Suárez reported that he is working on the link, which is www.pucpr.edu/msareport. Upon presentation of the link to the committee, the following recommendations were made:
 - The university logo should appear on the page in addition to the logo of MSCHE.
 - Task group chairs should appear under Steering Committee.
 - Membership lists should be placed under each task group.
 - Biographical information should be placed under each member of the Executive Committee, adding new members and eliminating those who are not on the Executive Committee.

- The overall language for the page should be in English, with internal communications in Spanish as is necessary.

Prof. Carmen Judith Acosta Fumero will send a list of the documents which should appear as resources. These include the MSCHE-PCUPR Self-Study (2003), the PRCHE-MSA Validation Report (2005) and the two MSCHE-PCUPR Monitoring Reports (2005 and 2007).

Mr. Héctor Rivera reported on the access procedures for file sharing among the different members of the task groups. He informed that access will be available only if the screen saver on the computer is blue with the PCUPR logo. He has created a folder for each task group committee based on the standard. In turn, this folder will have a sub-folder for each committee member enabling the committee members to send e-mails and place attachments in their files. Committee members can copy, save, and print from someone else's folder but cannot edit an existing document. There will not be any access outside of the PCUPR network. A question arose regarding the availability of access outside of the institution. Mr. Rivera said that security issues were involved, but that he would check into this. Prof. Gaspar Torres recommended that the Statistics Committee also be included as one of the folders to expedite the flow of information among the committee members.

Both Mr. Francisco Suárez and Mr. Héctor Rivera reiterated that they were at the disposal of the committee, and the chair thanked them for their collaboration.

- III. The following item on the agenda was the update on the MSCHE-PRR office and documents. Prof. Shirley Santiago reported that a memo was sent to all the MSCHE PRR Steering Committee members on October 3, 2007 informing them that Room 404 of the Founders Building was the institutional office for the MSCHE-PRR process. The memo also stated that paper copies of the documents pertaining to the process had been collected and organized in files for use by committee members. A registration folder will be prepared and given to Ms. Norma Texeira to record and reserve the use of the office. In addition, a second memo was sent on October 15 with a summary of the recommendations made by the MSCHE Evaluating Team in 2003.
- IV. Prof. Shirley Santiago also reported on the status of the membership lists and student representatives. A reminder had been sent to all the task group chairs regarding the need to appoint a student representative to each committee. In addition, the membership lists have not been completely finalized yet, pending further appointments.
- V. The next item on the agenda was discussion regarding the format for the task group reports. Dr. Shirley González, chair of the General Education Task Group Committee, had asked that the format be established so that the committees could prepare the report accordingly. Prof. Shirley Santiago presented to the Executive

Committee a table which summarized the format of the MSA-PCUPR 1999 Periodic Review Report as well as the format according to the **Handbook for PRR (c. 2007)**. After discussion, the committee established the following format for the 2009 PCUPR-PRR Task Group Report:

- I. Overall Summary
 - II. Task Group Report
 1. Brief Introduction
 2. Current Status
 3. Significant Changes since the November 2003 Self-Study
 - a. Accomplishments
 - b. Obstacles and Challenges
 - c. Link to Assessment Plan and Results
 - d. Link to Planning and Budgeting
 4. Responses to the MSA Evaluation Team Recommendations
 5. Future Plans
- VI. The next meeting of the Executive Committee was established for Friday, December 14 at 1:30 P.M.
- VII. As there was no further business to discuss, the meeting was adjourned.

Respectfully submitted,

Shirley Santiago de Jiménez

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Recording Secretary