



Pontifical Catholic University of Puerto Rico

MSCHE Periodic Review Report Process
Executive and Steering Committees
2250 Las Américas Ave. Suite 568
Ponce, PR 00717-0999

TO : **MSCHE PRR STEERING COMMITTEE MEMBERS**
Executive Board: Dr. Jaime Santiago Canet, Chair; Prof. Shirley Santiago-Jimenez, Secretary; Prof. Carmen J. Acosta, Accreditation Officer; Prof. Damaris Rosado; Dr. Gilbert Toro-Ventura; Prof. Gaspar Torres; Prof. Myriam Lopez; Prof. Carmen L Velazquez; The Honorable Rafael Hernandez Colon, Esq., Board of Trustees Representative; Prof. Carl Sauder, VPAA; and Dr. Juan Quintana, AVPAA **Task Group Chairs:** Atty. Juan D. Vilaró; Prof. Juan Román; Prof. Vivianne Asad; Atty. Robert García, Dr. Hernán Vera; Prof. Marisol López; Atty. Olga Soler; Dr. José Rivera; Prof. Carmen González; Dr. Otto Sievens; Prof. Ada Junco; Dr. Shirley González; Dr. Cirilo Toro; and Dr. Annie Montero

DATE : **October 3, 2007**

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| <input checked="" type="checkbox"/> Take action | <input type="checkbox"/> Sign and return |
| <input checked="" type="checkbox"/> For Your Information | <input checked="" type="checkbox"/> Keep |
| <input type="checkbox"/> Contact me regarding this | <input type="checkbox"/> For your approval |
| <input type="checkbox"/> Per your request | <input type="checkbox"/> Return with recommendations |
| <input type="checkbox"/> For your consideration | <input type="checkbox"/> Other |
| <input type="checkbox"/> For your files | |

As discussed in the first Steering Committee meeting, **the Institutional Office for the MSCHE-PRR Process** is located in Room 404 of the Founders Building. For now, paper copies of documents pertaining to the process have been gathered and are available for your use there. (Many of these documents will be available on-line once the web-page is ready.) Documents contained in vertical file boxes on top of the file cabinets include:

- MSCHE Handbooks and Guides
 1. **Handbook for Periodic Review Reports (c. 2007)**
 2. **Characteristics of Excellence in Higher Education (c. 2006)**
 3. **Self Study: Creating a Useful Process and Report**
 4. **Designs for Excellence – Handbook for Institutional Self-Study (c. 2000)**
 5. **Policies, Guidelines, Procedures & Best Practices (c. 2005)**
- PCUPR Reports
 1. MSA-PCUPR Periodic Review Report 1998
 2. Validation of the Periodic Review Report for the Licensing Renewal Process May 1999 (2 copies)
 3. **MSCHE-PCUPR Self-Study Report 2003**

4. Validation of the Institutional Self-Study Report for the PRCHE License Renewal Process November 2005 (1 complete copy with appendices and 1 reduced copy without appendices)
5. Monitoring Report to MSCHE 2005 - Subject of the Follow-Up Report: Documenting the development and implementation of a comprehensive institutional and strategic plan and a comprehensive written plan for the assessment of institutional effectiveness and student learning at the institutional, program, and course levels (2 copies)
6. Monitoring Report to MSCHE 2007 – Subject of the Follow-Up Report: Documenting further progress in (1) the implementation of the comprehensive institutional strategic plan (2003-2008) and (2) the implementation of comprehensive plans for the assessment of institutional effectiveness and student learning (2 copies)

In the vertical file cabinet there is a drawer labeled **MSCHE and PRCHE PCUPR Committee Reports**. In this drawer you will find copies of previous reports from the task groups that were involved in the 2003 Self-Study Process as well as the 2005 Validation of the Self-Study for the PRCHE Licensing Process. Committee reports for this periodic review report will also be filed here.

Ms. Norma Texeira, administrative secretary to the AVPAA, Dr. Juan Quintana, (located on the third floor) has the key to the office. Please check with her regarding the availability of the room as it is also used by the Institutional Committee on Rank and Tenure.

If you have any further questions, feel free to contact me at ssantiago@email.pucpr.edu or leave a message at extension 1684.

Shirley Santiago de Jiménez
Recording Secretary