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**MINUTES  
STEERING COMMITTEE MEETING**

**November 13, 2007**

**AE 320B**

**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. Viviane Asad  
 Dr. Hernán Vera  
 Prof. Marisol López  
 Dr. José Rivera  
 Prof. Carmen González  
 Dr. Otto Sievens  
 Prof. Ada Junco  
 Dr. Shirley González  
 Dr. Cirilo Toro  
 Dr. Annie Montero

**EXCUSED:**

Prof. Damaris Rosado  
 Hon. Rafael Hernández Colón  
 Mr. José A. Negrón Peña  
 Prof. Carl Sauder, VPAA  
 Dr. Juan Quintana, AVPAA

**ABSENT:**

Atty. Juan D. Vilaró  
 Prof. Juan Román  
 Atty. Olga Soler  
 Prof. Roberto García

- I. The meeting was called to order at 2:30 P.M. by the chair, Dr. Jaime Santiago Canet, after establishing quorum. He then led the committee in prayer.
- II. The next point on the agenda was the approval of the minutes. As there were no corrections or additions, the minutes were accepted as read.
- III. Various reports were then given as the following item on the agenda. First, Prof. Shirley Santiago informed the committee members of the documents that are now available in the Institutional Office for the MSCHE-PRR process located in Room 404 of the Founders Building. These were outlined in the October 3, 2007 memo that had been sent previously. Next, Dr. Jaime Santiago Canet presented an overview of the link **Periodic Review Report-MSA** located on the institutional webpage. The link contains a directory of the members of the Executive and Steering Committees as well as the task groups. It also has several key documents such as the 2005 and 2007 Monitoring Reports and the 2003 Self-

Study Report. Dr. Santiago Canet explained the concept of file-sharing between task groups as well as among task group members. He emphasized the need for the task group lists to be ready as soon as possible in order for file-sharing to be successful. Dr. Juan Rivera recommended that file-sharing be made available through *Acceso Pionero* to ensure security. Finally, Prof. Shirley Santiago explained the format of the task group report. She emphasized the need to link the information to the existing institutional strategic and assessment plans. Dr. Cirilo Toro indicated that he had made a chart for his task group of what the standard asks in order to focus on the necessary information. In addition, Dr. Shirley González expressed her concern regarding the information contained in the university catalogue since it is presently under revision. She does not want her committee members to work in vain with a document that will be totally revised. Dr. Montero informed that she has been working on the catalogue to ensure uniformity, but the work is far from being over. It was recommended that the registrar, Prof. Iván Dávila, be invited to the next Executive Committee meeting to discuss these issues.

IV. The following point on the agenda was the reports of the task group chairs. These were as follows:

**A. Institutional Resources** – Prof. Viviane Asad, Chair

- Prof. Asad has contacted her committee members, and they will be having their first meeting on November 16, 2007. Marysara Vélez, a senior in the Management Department, is the committee's student representative.

**B. Administration** – Dr. Hernán Vera, Chair

- Dr. Vera had nothing to report as the committee has not yet met.

**C. Integrity** – Prof. Marisol López, Chair

- The committee met on November 9, 2007, and all but two members were present. Marangelic Hatton will be the secretary of the committee. Prior to the meeting, various documents were sent to the members, and at the meeting, information regarding Standard 6, the Periodic Review process, the recommendations made by the MSA Visiting Team, and the comparative MSCHE/PRCHE table were distributed. Members were informed of the deadline dates, and a brainstorming session was held to clarify the task at hand. The next meeting of the task group will be December 10.
- Discussion arose regarding committee members who do not read or answer e-mails or who have not attended meetings. Prof. Carmen González reiterated that as task group chairs, they have the liberty to name members to their committees. Dr. Annie Montero mentioned that she has asked members who do not wish to continue on the committee to write to the President asking to be relieved since it was the President who appointed them officially. It was mentioned that chairs should ask the Executive Committee to relieve those members who have three or more absences and do not show interest in attending meetings or participating actively in the task group.

- D. **Student Admission and Retention** – Dr. José Rivera
- Dr. Rivera has sent e-mails to his group members, and only four out of ten have replied. He visited Room 404 and has collected pertinent information. He is in the process of assigning tasks, and the group will work with the suggestions made by the MSA Visiting Team since there were no recommendations in this area. He has received the 2007-2011 Student Retention Plan from Prof. Myriam López, who also informed that the plan is available on the university's webpage.
- E. **Student Support Services** – Prof. Carmen González
- Prof. González informed that the task group will have its second meeting the last week of November since there was little attendance at the first.
- F. **Faculty** – Dr. Otto Sievens
- The committee met on November 1, 2007, and six of the ten members were present (the other four excused themselves). The student representative is Lillian Vilaró who will also be the committee secretary. The standard pertaining to faculty from **Characteristics of Excellence** was distributed as well as the MSA Visiting Team recommendation. A brainstorming session was held, and observations were recorded. He will consult with Prof. Dora Montalvo to see if she will continue as part of the committee since she is now a part-time faculty member.
- G. **Educational Offerings** – Prof. Ada Junco
- Prof. Junco asked why Library Learning Resources is under her committee. It was clarified that according to the 2003 MSCHE Evaluation Team Report, the current Standard 11 (Educational Offerings) was applied to the section on Library and Learning Resources. Prof. Junco informed that her committee has not met yet, but that the student representative, Carmen C. Torres, has been appointed.
- G. **General Education** – Dr. Shirley González
- Dr. González reported that pertinent documents have been collected. The committee met on October 26, 2007, and five out of nine members attended. The committee members were given a presentation regarding the process, and tasks were assigned.
- H. **Related Educational Activities** – Dr. Cirilo Toro
- Dr. Toro informed that he has met with his committee twice; once in October for a general orientation, and the second time on November 21, 2007. The student representative is Valerie Gomez.
- I. **Assessment of Student Learning** – Dr. Annie Montero
- Dr. Montero reported that the committee met on November 7, 2007, and four out of eleven members attended. Members looked at pertinent documents. The student representative is Melanie Maldonado. The next meeting will tentatively be on November 26, 2007.

- V. The next topic of discussion was Pending Business. Prof. Myriam López informed that the Statistics Committee, chaired by Prof. Gaspar Torres, will be sending a letter to the task group chairs inquiring about the statistical information they will need.
- VI. The date of the next MSCHE-PRR Steering Committee was set for Thursday, January 24, 2008 at 2:30 P.M. in AE320B. The secretary will send the convocation and agenda.
- VI. As there was no new business to discuss, the meeting was adjourned at 4:05 P.M.

Respectfully submitted,

*Shirley Santiago de Jiménez*

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Recording Secretary