



MINUTES
STEERING COMMITTEE MEETING
September 24, 2007
AE 320B

PRESENT:

Prof. Jaime Santiago Canet, Chair
Prof. Shirley Santiago
Prof. Carmen Judith Acosta Fumero
Prof. Gaspar Torres
Mr. José A. Negrón Peña
Prof. Carl Sauder, VPAA
Dr. Juan Quintana, AVPAA
Prof. Juan Román
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
Dr. Gilbert Toro-Ventura
Hon. Rafael Hernández Colón
Prof. Myriam López
Atty. Juan D. Vilaró
Atty. Olga Soler

ABSENT:

Prof. Carmen L. Velázquez
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. Dr. Santiago Canet asked Prof. Carl Sauder, VPAA, to welcome the committee members. Prof. Sauder commended those members who had previously worked with the Self-Study and the validation report to the Council on Higher Education of Puerto Rico, designating them as the "A Team." He informed the members that the Monitoring Report to the MSCHE had just been sent; and that the Institutional Periodic Review Report was not due until 2009. He believes that the university is basically on schedule with events, therefore, there is no need to rush through the process. He asked members to be punctual at meetings, emphasizing that the accreditation process is key in maintaining the university in good standing. Finally,

he thanked Dr. Jaime Santiago Canet for accepting to be chair at this particular time.

- II. The next point on the agenda was the presentation of members. Each member introduced him/herself.
- III. Dr. Santiago Canet proceeded to give a brief overview of the MSCHE - Periodic Review Report Process using a PowerPoint presentation. He explained the process of the decennial review which culminates in the Self-Study. During the ten-year period, the institution must document at the five year mark what has occurred in the institution in the last five years since the Self-Study. This documentation is known as the Periodic Review Report (PRR). The PRR must address the specific recommendations made by the MSCHE Evaluating Committee after the Self-Study visit in 2003. It must also make a retrospective, current, and prospective analysis of the institution since the Self-Study was submitted. Prof. Shirley Santiago read the eight recommendations of the Evaluating Committee report which are in the following areas: faculty, library and learning resources, institutional effectiveness and outcomes, and strategic planning and resource allocation. These recommendations will be sent by Prof. Shirley Santiago to all the committees.

The PRR will collect information concerning only the Ponce Campus from 2003 - 2009 in a 50 page report. The due date of the PRR is June 1, 2009. There are over 200 members of the university community involved in this process which includes students, faculty, and administrative personnel. Dr. Santiago Canet indicated that the organizational structure for the Executive and Steering Committees will remain the same as the one used previously. In addition, the Editing Committee will continue to be composed by Dr. Jaime Santiago Canet, Prof. Shirley Santiago, Prof. Carmen Judith Acosta, and Prof. Damaris Rosado.

Each task group must have at least one student representative. The name of this student should be sent to Prof. Shirley Santiago and Prof. Carmen Judith Acosta as soon as possible. Chairs were also asked to review their committee's membership. All were informed that the MSCHE-PRR Office will be located on the fourth floor of the Founder's Building in Room 404, and documents will be available there for the use of the task groups.

- IV. The next point on the agenda was the discussion of the timetable draft. Prof. Shirley Santiago moved that the date for the activity of reorganizing the task group committees be limited to the month of October. This motion was seconded and passed. Prof. Gaspar Torres suggested that the Statistics Committee be reactivated immediately. This suggestion was accepted, and he will send the names of the members of this committee to the recording secretary.

Dr. Annie Montero asked what the procedure is for persons who do not wish to be on the task group committee. She was informed that the person should write a letter directly to the president of the university expressing this. In addition, if new members are to be added to the task group, their names should be sent to Prof.

Carmen Judith Acosta and Prof. Shirley Santiago so that the letter of appointment can be sent.

Prof. Shirley Santiago will send a copy of the PowerPoint presentation made by Dr. Santiago Canet to all the steering committee members. Dr. Santiago Canet also informed the members that Middle States documents can be accessed at www.msche.org.

- V. The date of the second MSCHE-PRR Steering Committee was set for Tuesday, November 13, 2007 at 2:30 P.M. in AE320B. The secretary will send the convocation and agenda.
- VI. As there was no further business to discuss, the meeting was adjourned at 3:25.

Respectfully submitted,

Shirley Santiago de Jiménez

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Recording Secretary