



**Strategic Planning Council  
Thursday, February 28, 2013  
Ammerman Campus – Eaton’s Neck Room, BSC – 3:45 p.m.  
Minutes**

In attendance:

Christopher Conzen	Nina Leonhardt	Raymond Roses
Dr. Amy Czura	Anthony Mangual	Dr. James Sherwood
Dr. Maria DeLongoria	Dr. Carla Mazzarelli	Dr. Christopher Shults
Dr. Allen Jacobs	T. Nhotsoubanh	Dr. Judith Travers
Dr. James Keane	Dr. June Ohrnberger	Gail Vizzini
Dr. Roslin Khan	Dr. Nathaniel Pugh	Dr. Evon Walters
Dr. Dorothy Laffin	Gary Ris	

The meeting convened at 3:45 p.m. at which time Dr. Pugh welcomed the members of the Strategic Planning Council (SPC).

Dr. Pugh asked if there were any corrections to the November 29, 2012 minutes of the SPC. Since there were none, a motion was made to accept the minutes and seconded with 4 abstentions; members voted in favor of accepting the minutes.

Dr. Pugh spoke about the visit by Middle States Commission liaison, Dr. Debra Klinman, who visited the College on Wednesday, February 27, 2013 to share the College’s progress in meeting the Commission’s expectations on the warning from Middle States. He asked for comments/input about the experience.

Dr. Laffin commented that the Q&A meeting at 11:15 a.m. which included the academic chairs, deans, MRTF & Work Groups was very helpful in showing what needs to be done and found Dr. Klinman to be very reasonable and friendly.

Dr. Pugh stated that Dr. Klinman was very matter of fact, not harsh or critical, and laid out the road map in terms of what had to be done. He found her to be very warm and personable and well represented Middle States in the capacity in which she was appointed. Dr. Pugh stated that at the working lunch meeting (12:30–1:45 pm) which included various VPs and College Deans, congratulations were given on the workup done on the Periodic Review Report (PRR). Although the PRR is a very comprehensive and thorough document, it could have presented a little better having had sufficient evidence. Dr. Klinman left us with the feeling that this can be done, but not to get our hopes up that we will get off warning after the Commission meets in November. Dr. Pugh stated that systems need to be put in place, i.e. the Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE), a document critical to assessment (Standards 7 & 14), in which the President is taking a very hard look at, as well as the Strategic Plan document, which links to Standards 2, 3, 7 & 14.

A copy of the Strategic Plan had been emailed to all members of the SPC before the meeting for their comments and suggestions to improve on the document.

Handout (Pamphlet): “The Major Components of the Strategic Plan 2012-2017”  
Dr. Pugh distributed the pamphlet that highlights some of the critical components of the Strategic Plan – Mission & Vision statements, Institutional Goals, and Measurable Institutional Objectives.

Dr. Mazzarelli stated that Dr. Klinman met with the Monitoring Report Task Force (MRTF) Writers/Editors and later met independently with the BOT Academic and Student Affairs Committee. A good working relationship was established with Dr. Klinman and it was felt that she would not hesitate to give us advice if asked.

Dr. Pugh stated that there is still a lot of work to do, but that we are up for the challenge. The Working Groups for Standards 2, 3, 7 & 14 that report to the MRTF have already met and are making a lot of progress.

Dr. Laffin commented that she heard Dr. Klinman say that it was very important to us to continue with professional development. Dr. Pugh confirmed that statement and stated that the language in the writing of an element of a particular standard is part of that development.

Dr. Pugh admitted that, “the language of accreditation, strategic planning, and assessment is somewhat foreign to some of us and you have to get accustomed to it and we are trying to not only say it is your everyday language, but it’s a language that you need to pay attention to. The more you work with it, the more at ease you will feel about it”. Dr. Pugh mentioned that Dr. Klinman suggested going to their website and look for the institutions that have been identified for doing a commendable job and wherever possible, use their experience as to what you are trying to do with responses in regards to Standards 2, 3, 7 & 14.

Dr. Pugh’s comments on the Strategic Plan:

- Actions cover a period of twenty months
- Middle States approved the College’s request to be accredited as a single institution – “one college, three campuses, one vision” and this spirit has been maintained in the Strategic Plan. The membership of the SPC, the Assessment Advisory Council (AAC), and the three Governance bodies all worked on the Strategic Plan. When a review was undertaken, all of the pertinent internal and external stakeholders to this institution were recognized and the development of the Strategic Plan shared with them in a collaborative process.
- The memberships of all the groups that worked on the Strategic Plan were identified
- The Measurable Institutional Objectives (MIOs) – by the end of the summer of 2012, the thirty-one (31) MIOs had been reduced to sixteen (16) MIOs without violating the spirit of the Plan itself
- It is the final review before taking it to the BOTs for their review and approval and will begin implementation sometime in mid to late spring as part of an operations plan

Dr. Pugh’s comments on the CAPIE:

- Its history builds upon the prior CAPIE and speaks with volume for Standard 7 (Institutional Assessment) and Standard 14 (Assessment of Student Learning)
- Visits were made throughout SUNY and literature collected from other colleges and universities to see how they do it
- Drs. McKay and Mazzarelli are taking this very serious and the SPC were asked to read the document for their review and comments

Dr. Pugh stated that the College is going to do very well in regards to the Middle States response and evidence shows that the persons that have been assigned to the elements of each standard are working very hard. Dr. Mazzarelli added that the only information that can be put in the Monitoring Report is evidence of work that has been done; that we need to move forward and produce the evidence. Dr. Mazzarelli felt that this was the message she took from Dr. Klinman's visit. Dr. Mazzarelli stated that, "we simply need to do the work and once we do the work, we will be off the warning."

Q: Gail Vizzini - Are we reviewing it and then giving you input? Dr. Pugh stated that input is critical; that we have taken the opportunity to put together these documents as well as a response framework for the Middle States challenge. "If these documents don't speak to you in terms of what you can make as a contribution, let us know."

Dr. Pugh thanked everyone and the meeting was adjourned at 4:15 p.m.