The Middle States’ Self-study Process

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For
General Faculty
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YEAH! It’s that time again . . .

Time for the MSCHE Self-study process. And this is a GOOD TIME. WHY? Because we use it to:

- Investigate our own practices and policies for relevance to our mission of student learning and success.
- Align our resources with revised needs and goals.
- Determine the future of our institution, faculty, students, and staff.
- Ensure our practices are sustainable and successful.
Technically speaking, MSCHE Self-study begins once the previous Periodic Review Report is acknowledged and evaluated. At that time, we have a clear idea of where we stand with the Standards of Excellence.

As we know, our Periodic Review Report was outstanding, and our Institution received two commendations, even though we also had areas to work on.

HOWEVER . . .
There are new standards for Reaffirmation of Accreditation . . .

- Standard I: Mission and Goals
- Standard II: Ethics and Integrity
- Standard III: Design and Delivery of the Student Learning Experience
- Standard IV: Support of the Student Experience
- Standard V: Educational Effectiveness Assessment
- Standard VI: Planning, Resources, and Institutional Improvement
- Standard VII: Governance, Leadership, and Administration . . .
And a new timeline . . .

- An eight-year accreditation cycle.
- Annual Institutional Updates.
- A Mid-Point Peer Review of information already submitted in several annual updates.
What does this look like?
While we will still go through with our decennial self-study in 2018, we will then begin the new 8-year cycle including annual reports.

These annual reports require actions in response to institutional, budgetary, curricular, and student changes, meaning that they are much more like mini self-studies each year. Shortcomings found then require address and follow up with a potential team visit.

The mid-point report is NOT done by the Institution. Instead, the annual reports and any subsequent actions are reviewed by a team off-site.
For now, we “keep calm and carry on!”

- with our regularly scheduled self-study.

And this is already well underway.
Preparation for the Self-Study 2018–2019

Spring 2016

- MSCHE chair offers workshops on accreditation and requisite Strategic Planning, Assessment and Resource Allocation

- Letters of invitation for Steering Committee sent by President.
  - Preliminary website designed on Institutional Assessment page.
First Phase: Assignments and Instruction on The Standards

- Fall 2016: First meeting of the Steering Committee: charged by Provost; working groups finalized.
  - Steering Committee and Working Groups meet for large group discussion in East Dining room. Co-chairs facilitate. Groups present work to date.
  - Chairs of Working Groups meet with Steering Committee for strategizing.
  - Working Groups meet and are given initial leading questions by co-chairs.
  - Groups meet to discuss questions, add new questions and begin compiling requests for documents.
  - Co-chairs provide collated report on work to date to Steering Committee and Working Group chairs.
  - This group meets to discuss next steps and needs related to additional resources (documents, data, personnel).
  - Information relayed to the President and the General Faculty.
Second Phase: Continued Investigation
Fall 2016 and Spring 2017

- Working Groups investigate vetted questions related to the Standards;
- Working group members undertake research, draft preliminary findings;
- Findings are collated by the chair of the working groups and relayed to Steering Committee;
- Initial draft of findings discussed by the Steering Committee.
Findings typically reveal items that must be addressed prior to the writing of the self-study—the action plan provides the methodology and responsibility for making these changes.

Follow up surveys are also often needed after initial working investigation—answers to these surveys provide needed material for the self-study.
Fourth Phase: Self-study Design and Draft: Fall 2017

- Overall design of self-study proposed by Steering Committee and submitted to the Provost for input. Provost discusses with President for final decision.
- Design approved, draft begun.
- Images and tables/charts/graphs solicited for inclusion.
- Self-study draft completed and distributed for revisions, additions, editing.
Final Phase: Submission of Final Draft to MSCHE in addition to Verification of Compliance Documents

- Verification of Compliance should be completed by Institutional Research previous to submission of Self-study.
- Support needed for creation of PDF in Adobe with embedded bookmarks, images, appendices.
- Document room preparation. Plans for visiting team, including locations for their work, lunches, swag bags, etc.
Questions?