

**NEASC Standards Team**  
**Standard Two: Planning and Evaluation**  
**October 6, 2011**  
**1-2pm**  
**Meeting Minutes**

**Present:** Vin Balasco, Langdon Clough, Jerry Hatfield, Jane King, Bill LeBlanc, Paula Marcello, Bob Shea

Each member of the committee was furnished with a folder containing the following documents:

- List of committee members with email addresses
- “Preparing for CCRI’s Comprehensive Ten-Year NEASC Reaccreditation Visit”
- “Background Materials”
- “Phase I: NEASC Teams” (power point slide)
- “Standard Two: Planning and Evaluation” Description from our self-study from 2004
- “Institutional Effectiveness” (power point slide, 2 pages, double sided)
- “Standard Two: Planning and Evaluation” (6 pages, includes the following: NEASC 2014 timeline, Roster of NEASC committees and chairpersons, brief summary of proposed changes to NEASC standards as of March, 2011)
- “Standard Two: Planning and Evaluation” NEASC Template

Handouts were reviewed and discussed. These and other documents are located on the college’s share drive: [\\coral\NEASC\\$<file:///\\coral\NEASC\\$>](file:///\\coral\NEASC$). If you have difficulty mapping your computer to the share drive then please ask for help from IT or call Bill’s office.

**Our Purpose**

The group discussed our committee’s charge and how it relates to the strategic plan. The NEASC accreditation process should be inextricably linked with the college’s strategic plan.

Other college-wide self-study initiatives, reports and documents were also noted as being well aligned with the NEASC accreditation self-study. Those initiatives include:

- ✓ Foundations of Excellence- <http://www.ccri.edu/excellence/>
- ✓ Wabash Study- <http://www.ccri.edu/wabash/>
- ✓ 21<sup>st</sup> Century Workforce Commission Report- [http://www.ccri.edu/president/pdfs/EDC\\_final\\_report.pdf](http://www.ccri.edu/president/pdfs/EDC_final_report.pdf)
- ✓ President’s Management Letter (furnished to committee members by Bill via email 10/7/11)

The template provided by NEASC was identified as a guide we should use when thinking about our purpose and final product, as it was furnished by NEASC.

Upon further review of the template, some members were unsure of some of the terminology used, specifically “Master Plan”. There were different interpretations of the term “Master Plan”. The term was used in very limited context, making it difficult to ascertain NEASC’s intent. After some discussion about the planning process as it is widely understood in the corporate world, it was suggested that an organization should have only one plan, and that the terms “master plan” and “strategic plan” are redundant. It was also suggested that “master plan” could be seen as another term for “vision”. However, this may not be NEASC’s intent. The group agreed to look into NEASC’s interpretation further before the next meeting.

Bill suggested researching other New England NEASC standard two self-studies to see how other institutions approached writing the report.

Langdon offered to contact a colleague who was a former NEASC rater for clarification if the group felt it was necessary.

It was also recommended that we review the Board of Governors strategic plan.

- RI BOG Goals and Priorities from 2002-2005 can be viewed here: <http://www.ribghe.org/goalprior0205.htm>.
- Another BOG document created in 1998, “Coordination Plan for Academic Programs in RI Public Higher Education” can be found here: [http://www.ribghe.org/CPlan\\_98.pdf](http://www.ribghe.org/CPlan_98.pdf). Pages 5-6 outline the BOG planning process that was initiated in 1994.

**Action Items:**

Bill to send President’s Management 2010-2011 Letter to committee members (done)

Jane will look into Foundations of Excellence information and consolidate with other relevant information from aforementioned self-studies and important documents.

**Next Meeting:**

Thursday, October 13

1:00pm

Location to be announced