

NEASC Standard 7

Minutes from October 23, 2012

Time: 2-3:30 PM

Attendance: Kathleen Beauchene, MaryAdele Combe, Jim Glickman, Jennifer Hurrell, Leigh Martin, Annmarie McMahon, Cathy Poirier, Jim Salisbury, Ruth Sullivan, Marla Wallace

Review Current Events

Standard 7 seeks to define informational and technological literacy. Last spring, we forwarded our definitions to library and IT staff. Additionally, Ruth recently emailed Mike Kelly, chair of the Computer Studies and Information Processing, to get his specific feedback. In her email, she also underscored that students should be able to demonstrate that they integrate technology into their academic experience and that they have developed proficiency (the definition of which has yet to be determined).

Other priorities include strengthening tech support for faculty and explore relationship between educational technology and student success.

Determine Missing Pieces

Last year each active NEASC 7 team member was assigned a subheading, with the exception of 7.7, 7.8, 7.11. New team members Jim and Marla agreed to work on 7.7. Because 7.8 is somewhat similar to 7.7, the group agreed to wait on that section.

Identify Timeline and NEASC Executive Committee Expectations

A draft of the description and assessment are due to the Executive Committee by December 3rd. Given that timeline, the Standard 7 group agreed to work on having a draft due by the next meeting on November 20th. Kathy noted that she will create a folder on the Team 7 Group area on MyCCRI so each member can upload a draft for team review.

Ruth also reviewed the NEASC self-study process and the role of the visiting team.

Collection of Data and Data First Forms

The Data First forms have been submitted. Also, the general NEASC questionnaire was recently distributed to the college community via email. Results may provide the team with further data, especially about distance learning and general tech support

Various related documents have been uploaded to CCRI's NEASC main site in the Standard 7 folder. Kathy had received some information from Steve Vieira that she included there, but other data is missing. MaryAdele volunteered to fill in the missing pieces. Kathy also provided the address of the NEASC site that is accessible from the NEASC share drive.

Discussion of Writing Style for the Description/Appraisal/Projection

Ruth and Kathy reviewed some basics about writing the description, appraisal, and projection sections. Each section should be distinct, with no overlap. Also, our section of the self-study should be within 5-7 pages. Because we used bullets as we compiled our notes, the team agreed that we should use paragraph form for our draft. Ruth also shared a document that Michele had created to enable team members to see the relationship among the three areas as each drafts his/her section.

Discussion ensued about style, subheadings, transitions, etc. Annmarie shared links to two self-studies that she found on the web. She will upload these documents to the group's site as pdf files.

Next Meeting: Tuesday, Nov. 20th, 2 PM, Lincoln

Adjournment: 3:30 PM