Middle States Subcommittee 2: Institutional Resources
Notes from meeting held on Friday, October 24, 2008

Present:  Dolores Cimini  Carole Sweeton
          Timothy Gage (chair)  Bruce Szelest
          Anna Z. Radkowski-Lee  Richard Zitomer

Matrix
Bruce Szelest, Assistant Vice President for Institutional Research, Planning and Effectiveness, handed out a partially-completed matrix (see attached) designed to help the Subcommittee with its tasks. He will complete the matrix in the near future, however, if Subcommittee members have additional charge questions, the questions should be submitted to T. Gage who will forward them to B. Szelest.

Wiki
B. Szelest will upload as many documents as possible which are listed in the matrix to the wiki for Subcommittee’s reading. His goal is to complete the upload by the end of next week.

B. Szelest will arrange training sessions for Middle States Subcommittee members how to use the wiki.

It is possible to set up the wiki so that each Subcommittee member is automatically notified via e-mail that there is a new document to read on the wiki. (This involves using the watch button after logging on.)

Faculty surveys
B. Szelest’s office plans on two surveys: one during fall 2008 and one during spring 2009.

Interviewing University (finance) officials
B. Szelest suggested that when Subcommittees reach a stage when they need information from University officials, it would be more efficient if interviews were held between several Subcommittees and a chosen official.

Submitted by A. Z. Radkowski-Lee on 10/29/2008