

Attendees: Dr. Maravene Loeschke, Ms. Dia Carleton, Mr. Charles Colby, Dr. Deborah Erickson, Mr. James Harrington, Dr. Hal Laydon, Mr. Michael Reid, Dr. Robert Timko

Guests: Dr. Adam Brennan, Dr. Scott Davis, Dr. Adrienne McEvoy

Topic	Discussion	Action
Approval of Minutes	The minutes of August 11, 2008 and September 2, 2008 were discussed.	The minutes of August 11, 2008 and September 2, 2008 were approved as written.
Middle States	<p>Mansfield University is working toward our next Middle States self study scheduled in 2010 and site visit schedule in 2011.</p> <p>Dr. Erickson explained what has been accomplished thus far in preparation for this. She also explained that MU will need to address any recommendations that were made previously from Middle States.</p> <p>A letter responding to Middle States’ request for assessment is included in the budget cycle is due September 2009.</p> <p>Drs. Brennan and McEvoy are coordinating academic assessment and Mr. Reid is coordinating on nonacademic assessment.</p> <p>Learning outcomes will need to be shown throughout and must be tied to the institution’s strategic plan.</p> <p>Drs. Brennan and McEvoy are working with departments to assist with learning outcomes and how they can make use of assessment processes they are already engaged in.</p> <p>Assessment is not only about what is being done well but noticing what needs improvement and making appropriate changes. Documentation of change because of outcomes is an important component of the Middle States process.</p> <p><i>Access</i> will be the assessment database established by MU Campus Technology.</p>	<p>Drs. Erickson and Timko will share with Drs. Brennan and McEvoy a flowchart developed by Dr. Keller.</p> <p>An assessment committee needs to be created, other than the Assessment committee referred to in the August 11 Cabinet meeting. Dr. Brennan and Dr. Loeschke will determine who will be on this committee. An invitation for faculty and staff involvement will be extended. Drs. Brennan, McEvoy, Erickson, Timko and Mr. Reid will serve on the committee.</p>
Annual and Five Year Program Reviews	<p>Cabinet discussed non-academic program reviews.</p> <p>Annual and five year reviews will be conducted for all University non-academic departments.</p>	<p>Mr. Reid (responsible for non-academic assessment) will follow-up with each area to make sure they are being assessed.</p> <p>Mr. Reid will develop a form and create a non-academic assessment committee (possibly the Management Forum that is already in place).</p>

Misc.	The student opinion survey data from 1991 were reviewed and discussed.	Annual reviews will be due to Mr. Reid by the third week of May for non-academic reviews.
Smoking Ban on Campus	Cabinet discussed the new smoking ban and its influence on campus. Dr. Loeschke expressed concern that the University be a good neighbor by providing receptacles for cigarette butts in appropriate locations where students now gather to smoke. She also talked about the need to serve our smoking students by placing benches in these locations. She was pleased to see that many students and staff are gently complying with the policy. The University needs to provide more smoking cessation programs to those students who want to take this opportunity to quit.	Mr. Reid is meeting with the borough to see how we can work with them to be good neighbors.  Signage will need to be changed.
Tabled/Continued Discussion Agenda Items	Discussions noted above or in previous meeting minutes.	-Middle States will be discussed at Cabinet with Dean Team once each month

Minutes reviewed and approved by Cabinet: September 23, 2008

Minutes prepared by:

Ms. Anne LaVancher