

Attendees: Dr. Maravene Loeschke, Mr. Charles Colby, Mr. James Harrington, Dr. Hal Laydon, Mr. Michael Reid, Dr. Robert Timko

Guests: Dr. Adam Brennan, Dr. Adrienne McEvoy

Topic	Discussion	Action
Approval of Minutes	The minutes of December 9, 2008 were discussed.	The minutes of December 9, 2008 were approved as written.
Middle States Update	<p>Dr. Brennan noted that the SPITs are all in order and have been working on the outcome strategies of their specific goal from the Strategic Plan.</p> <p>Currently, eight academic departments and the Finance and Administration division and been introduced to the Baldrige method of assessment. This model will enhance the effective use and efficiency of assessment data collected and ensure its connection to institutional assessment as a whole.</p> <p>More tangibles will need to be identified to produce results and provide examples of where we have made progress with regard to assessment.</p> <p>The Strategic Budget process will address the fiscal responsibilities for the middle states letter required in 2010. Cabinet will need to produce tracking measures to address their part of the strategic budget process.</p>	<p>Dr. Brennan, Dr. McEvoy and VP Reid will work to educate all academic and non-academic areas on the model.</p> <p>The draft Middle States letter will be ready in May 2009 for review and revision.</p> <p>The spring Cabinet retreat will focus on Cabinet’s tracking measures for 2008-2009 strategic budget decisions made by Cabinet. Results will be shared with the campus.</p>
Misc. Discussion	<p>Cabinet discussed the possibility of adjusting the job description of the IR director to include assessment data coordination. Dr. Brennan noted that collection of data is difficult and time consuming. Although he agrees that a centralized office for data collection would be an asset, he is concerned about where this position will be able to take on the additional work. The President talked about the effects of the state economy on the institutions and made it clear that it is not likely that any newly budgeted positions will be available until there is an upturn in the economy. Each position must be rethought for maximum usage.</p> <p>It was suggested that, in academic departments, someone other than the chair could be responsible for data collection for that department.</p>	

