Self-Study Monthly Progress Reports
STATE UNIVERSITY OF NEW YORK AT DELHI
FOR THE MONTH OF MAY-JUNE 2010
# Table of Contents

Steering Committee .................................................................................................................. 3

Working Group 1 .......................................................................................................................... 3

Working Group 2 .......................................................................................................................... 3

Working Group 3 .......................................................................................................................... 3

Working Group 4 .......................................................................................................................... 5

Working Group 5 .......................................................................................................................... 5

Working Group 6 .......................................................................................................................... 6

Working Group 7 .......................................................................................................................... 6

Working Group 8 .......................................................................................................................... 6

Working Group 9 .......................................................................................................................... 11

Working Group 10 ......................................................................................................................... 11

Working Group 11 ......................................................................................................................... 11

Working Group 12 ......................................................................................................................... 11
Steering Committee

Highlights and Issues
During the months of May and June, the Steering Committee’s main focus was finishing research for the working groups before the end of the semester. MSCHE Liaison Dr. Debra Klinman made her visit to TC3 and OCC to evaluate the off-campus programs. The site visit went well, although we are still waiting for a formal report. Also, Dr. Klinman formally approved the Self-Study Design based on the revisions made and resubmitted in April. Co-chairs Hamblin and Rhodes hosted an end-of-semester party to celebrate the progress of the self-study and to wish members well as they leave for the summer. During the summer faculty and staff development workshops, co-chairs Hamblin and Rhodes hosted three workshops on the Self-Study progress and on the importance of assessment.

Progress Made
- Co-chairs Hamblin and Rhodes met with working group 6 and 7 chairs and liaisons to answer their questions about their progress and the final report, and discussed the progress of the group.
- Co-chair Rhodes and Kenny Fass: Discussion, planning, and creation of the Middle States web page on the SUNY Delhi website with approval from Cabinet: http://www.delhi.edu/accreditation/index.php.

Plans for the Coming Month
- Self-Study process will be on hold until classes resume in the Fall.

Working Group 1
No report available.

Working Group 2
No report available.
Working Group 3

Working Group Highlights and Issues
Working Group 3 continues to make progress towards addressing several of our initial Research Questions and pertinent standards. During the month of May we again focused on drafting individual responses to our questions. Some new challenges were presented when recently reflecting on Historical Issues, which are currently been reviewed.

Research Workload Distribution
There continues to be no workload adjustments. Most group members have remained focused in their respective areas. In some cases, individuals who remain to provide responses are being reminded of the value of their input. Group leaders are willing to provide support if assistance is needed. Overall, the team remains committed towards succeeding on this project.

Progress Made

Research Questions
Summary responses continue being developed in an outlined format, in order to provide the chair with detailed information to integrate into a consistent overall draft report. This approach has been implemented to ensure thorough responses focusing on several different aspect of each Research Question & Standard and to help develop a more consistently develop draft report.

Characteristics
At this point, it appears that the relevant Standards (Characteristics of Excellence) are being addressed within the current research questions. As the responses to these questions are received, they will be compared to our Standards and Historical Issues.

Research Highlights and Issues
Inventory of Resources Discovered
- WG3 resources can be referenced within the group’s current “Charge” as well as on confluence

Discovered Gaps in Data
When reflecting back on our Historical Issues, we discovered a few items that have not been addressed within our Research Questions. Our committee’s chair has been contacting members of the facilities team and human resources to research some of these topics. The team will discuss the remaining items at the beginning of next semester.
The only area where additional data is desired pertains to Question #9 (Work Order System & Maintenance). In order to seek the needed information, WG3 has developed a survey which will soon be shared with the campus community. In order to reach the full campus community, it’s been decided to share the survey when everyone begins returning from their summer breaks.

**Plans for the Coming Fall ’10 Semester**

- Continue with draft response write-ups and compare these to the Research Questions, Standards, and Historical Issues.
- Share survey pertaining to custodial and maintenance-related services with campus community
- Finalize research on remaining historical concerns and evaluate them with our group.

**Working Group 4**

No report available.

**Working Group 5**

**Working Group Highlights and Issues**

The group has been divided into subgroups each with their assigned area of research

**Research Workload Distribution**

The group has divided into five subgroups

**Progress Made**

- The research questions have been completed

**Research Highlights and Issues**

**Inventory of Resources Discovered**

Ask that everyone denotes area of information

**Discovered Gaps in Data**

Think we are okay

**Plans for the Coming Month**

- May 3rd – Identified areas that need to be completed
- May 3rd - questions will be sent to Barb by May 7th. She will combine them under the research areas and redistribute.
- May 18th we will meet and go over information and check again for missing items
May-June – will put into format
May-June – Give to Sami Chittum to edit
Summer – review draft
August-September – review and make final changes for submission to the steering committee

Working Group 6
No report available.

Working Group 7

Working Group Highlights and Issues
Due to the typical end-of-semester rush and related responsibilities, the working group only met once in May. As a result of the meeting, nearly all the documentation that had been previously requested is now in the possession of the co-chair, Dunstan McNutt. The former met with the other co-chair, LouAnn Matthews-Babcock, to discuss the existing gaps in the working group, specifically CIS and Records & Registration. A unit-specific interview is being prepared for the former, while follow-up questions will be sent to the appropriate contacts for the latter. Finally, it is hoped that an interview with Provost John Nader will be scheduled to enable a broader perspective on academic support services at SUNY Delhi.

Research Workload Distribution
The final meeting on 14 May 2010 was well-attended and tied up many of the loose ends. The co-chairs are now discussing the best path forward for the remaining gaps in our areas of research.

Progress Made

Characteristics
The standards we seek to address through our research are as follows:
- Standard 8: Student Admissions & Retention
- Standard 9: Student Support Services
- Standard 11: Educational Offerings
- Standard 13: Related Educational Activities
- Standard 14: Assessment of Student Learning

Historical Issues
As mentioned in prior monthly reports, the working group has shown progress in assessing areas pertaining to academic advisement and the EOP program. The remaining issue that will need to be
addressed is the ESL program, for which some documentation has been provided but further analysis is necessary.

**Research Questions**

We now have initial findings for all of the following research questions, though documentation is still limited concerning #s 9 and 10.

1. Are academic support services available and accessible to all students and how do we assess these services?
2. Does the institution effectively communicate the academic support services to the campus community?
3. How do we effectively assess the quality and effectiveness of academic support services?
4. How has the impact of technology affected the services provided?
5. How are we meeting the academic support service needs of our ever-growing off site and on-line student population?
6. How are all students, including distance learning students, being provided comprehensive and accurate advisement and how is the quality of these services assessed?
7. Do the learning resources, including the library and Learning Center support the diverse educational programs and diverse needs of our students?
8. Do faculty and learning resources foster a sense of "information literacy"? How is this achieved?
9. How do academic support services contribute to retention?
10. How do we ensure that students achieve key learning outcomes?

**Research Highlights and Issues**

**Inventory of Resources Discovered**

The research materials we have compiled to date are as follows:

**New Documents:**

*Early Warning Summaries 2006-2010.* TS. Resnick Lib., Delhi, NY.

- Early Warning Summary 2006
- Early Warning Summary 2007
- Early Warning Summary 2008
- Early Warning Summary 2009


- CAS 2010 Self-Study
Full Inventory of Documents:


- Student Opinion Survey - Academic Support Services
- Student Opinion Survey - Additional Questions
- Student Opinion Survey - Historical Comparisons


- 2003 LibQual Survey

Banks, Carmel, Tim Camann, Sharon Ruetenik and Michele DeFreece. Personal interview conducted by Lou Shields & Tom Banks. Apr. 2010.


- Interview with Michele DeFreece re: EOP


*Early Warning Summaries 2006-2010*. TS. Resnick Lib., Delhi, NY.

- Early Warning Summary 2006
- Early Warning Summary 2007
- Early Warning Summary 2008
- Early Warning Summary 2009


- Predictive Modeling Summary


- [Resnick Library Assessment Team (LAT) 2008 Report](#)


Peters, Pam. Personal interview conducted by Pete Campbell. 1 Apr. 2010.

- [Interview with Pam Peters, Library Director](#)


- [Records & Registration External Unit Review](#)


- [2007 Honors Library Survey](#)


- [Information Literacy for the Curriculum](#)


- [Library Instruction Session Requests Data](#)


- [Interview with Sharon Ruetenik, ESL](#)

Shields, Lou. Personal interview conducted by Tom Banks. 3 May 2010.

- [Interview with Lou Shields, Career & Transfer Services](#)

CAS 2010 Self-Study

Smith, Nancy. Personal interview conducted by Donna Dougherty. 29 April 2010.

Interview with Nancy Smith, Records & Registration


Retention RT Statistics

Stedman, Jeff. SUNY Delhi 2007 Academic Advisor Survey. 2007. TS. Resnick Lib., Delhi, NY.

2007 Academic Advisor Report

SUNY Delhi Educational Opportunity Program. 2007 Summer College: Student Evaluation of Program. 2007. TS. Resnick Lib., Delhi, NY.


Interview with Linda Weinberg, Students with Disabilities

Weinberg, Linda. 2006-2009 Student Disability Detail Reports. TS. Resnick Lib., Delhi, NY.

Discovered Gaps in Data

Research is still necessary to determine the gaps in data concerning CIS. An e-mail has been sent to Brian Hutzley, and interviews with contacts in CIS are forthcoming.

Plans for the Coming Month

The co-chairs are planning interviews with staff from CIS, as well as with Provost Nader. Now that the compilation of relevant documents has been completed, work will begin on the Working Group 7 Progress Report.

Working Group 8

No report available.
**Working Group 9**
No report available.

**Working Group 10**
No report available.

**Working Group 11**
No report available.

**Working Group 12**

**Progress Made**

- Additional supporting documents (now 75 in all) related to assessment of the major were posted to the group’s Confluence page.
- As charged by Provost Nader, the group has completed an analysis of all recent program review reports (21 in all) to determine whether or not they are doing a good job of incorporating data on student learning outcomes. Our findings have been synthesized into a draft report that is ready for submission, pending last-minute input from group members. Our report on this issue will be submitted to the provost on Monday, June 14 and copied to the steering committee co-chairs.
- A new section titled General Education Assessment Data Summary has been added to the rough draft of the working group’s final report. Some additional commentary is still needed.

**Plans for the Coming Month**

- None. The group will be on hiatus until next semester.