

**Schenectady County Community College  
Middle States Commission on Higher Education  
Self-Study Process and Design**

**Purpose of the self-study**

- ❖ to advance institutional self-understanding and self-improvement
- ❖ to demonstrate to external audiences, such as the Middle States Commission on Higher Education, government regulatory agencies, and the public, that the institution meets the standards for accreditation
- ❖ to maintain eligibility to receive federal financial aid.

**Intended Outcome of Self-Study:**

- ❖ to demonstrate compliance with the seven accreditation standards and requirements for affiliation;
- ❖ to determine the extent to which the college satisfies the mission, vision, and goals set forth in the Strategic Plan and the institutional initiatives borne of that plan and determined by the Steering Committee
- ❖ to strengthen the connection between program offerings and support-services among transfer, pre-professional, and workforce development programs;
- ❖ to identify strategies that contribute to students' goals of persistence and completion or guides them into productive alternatives;
- ❖ to identify institutional strengths and opportunities for improvement;
- ❖ to examine the effectiveness of assessment practices across all areas of the college;
- ❖ to expand community awareness of and engagement with the college's personnel and resources, and
- ❖ to inform the college's 2020-2025 Strategic Plan.

**Steering Committee Charge:**

- ❖ to develop a full understanding of the accreditation process;
- ❖ to select a self-study model;
- ❖ to oversee the design of the study, including developing research questions for each standard;
- ❖ to identify institutional initiatives for the self-study;
- ❖ to participate in selecting, leading, and coordinating working teams for each of the seven standards;
- ❖ to align the self-study process with SCCC's strategic plan;
- ❖ to ensure a timetable is implemented to assure timely completion of the project;
- ❖ to maintain editorial oversight in content & style;
- ❖ to promote and communicating the self-study process to all college constituencies;
- ❖ to arrange for institution-wide reviews of and responses to a complete draft of the self-study;
- ❖ to oversee completion of the final self-study report, and
- ❖ to host a MSCHE liaison visit and evaluation team visit.

**MSCHE Standards for Accreditation**

- ❖ **Standard I:** Mission and Goals
- ❖ **Standard II:** Ethics and Integrity
- ❖ **Standard III:** Design and Delivery of the Student Learning Experience
- ❖ **Standard IV:** Support of the Student Experience
- ❖ **Standard V:** Educational Effectiveness Assessment

- ❖ **Standard VI:** Planning, Resources, and Institutional Improvement
- ❖ **Standard VII:** Governance, Leadership, and Administration

### **Institutional Initiatives**

The Steering Committee has developed a set of institutional initiatives. These initiatives are developed by the institution and represent current initiatives that are important to the college. The initiative create the lens through which the working groups will examine the college compliance with each of the standards of accreditation. The initiatives are closely tied to College Mission and Strategic Goals and vetted by college community in an open forum.

1. SCCC will expand access and increase student success by providing deliberate, diligent start-to-completion guidance for all students.
2. SCCC will ensure a relevant and coherent curriculum.
3. SCCC will strengthen community partnerships in order to bolster work force development, further expand educational pathways, and enrich the cultural life of the community.
4. SCCC will enhance its commitment to campus diversity, inclusion, and equity.
5. SCCC will invest in campus renewal, including physical facilities and technological capacities.

### **Time Line**

#### **Fall 2016**

- ❖ Kick-off Meeting for Steering Committee; Steering Committee Charged
- ❖ Kick-off Meeting for Working Groups; Working Groups Charged
- ❖ Working Groups hone research questions for Self-Study
- ❖ Steering Committee Co-chairs & VP of Academic Affairs attend MSCHE Self-Study Institute
- ❖ Steering Committee identifies institutional initiatives & develops initiatives/standards crosswalk
- ❖ Steering Committee coordinates open forum for community input on institutional initiatives
- ❖ WG Reports on Preliminary Plans for Research
- ❖ Steering Committee Approves WG Plans for Research
- ❖ Steering Committee Finalizes Self-Study Design
- ❖ MSCHE Liaison schedules preparation visit for Spring 2017

#### **January 2017**

- ❖ Working Group finalize Documentation Roadmap

#### **Spring 2017**

- ❖ Steering Committee finalizes Self-Study Design
- ❖ Self-Study Design vetted by college community
- ❖ Self-Study Design sent to MS Liaison
- ❖ MSCHE Liaison Visit and anticipated approval of Self-Study Design
- ❖ Working Groups begin the work of research and reporting for each Standard
- ❖ Supporting documents are identified and assembled
- ❖ Steering Committee discusses preliminary reports and identifies gaps in the research

#### **Fall 2017**

- ❖ Working Groups continue research and reporting for each Standard
- ❖ Steering Committee discusses reports and identifies gaps in the research

#### **Spring 2018**

- ❖ Working Groups finish their final drafts of reports (February)
- ❖ Co-chairs, with Steering Committee oversight, assemble complete first draft of Self-Study report (May)

### **Summer 2018**

- ❖ Co-chairs edit first draft
- ❖ Edited first draft of Self-Study sent to Evaluation Chair

### **Fall 2018**

- ❖ Edited First draft to MSCHE Team Chairs and to SCCC campus community for comments (September)
- ❖ Evaluation Chair review drafts of Self-Study Report
- ❖ Co-chairs, with Steering Committee oversight, assembles second draft of Self-Study report (October)
- ❖ Evaluation Chair makes preliminary campus visit four months prior to Evaluation Team visit (November)

### **January 2019**

- ❖ Steering Committee finalizes Self-Study report
- ❖ Final Self-Study report sent to Evaluation Team (six weeks prior to team visit)

### **Spring 2019**

- ❖ Evaluation Team visit (March)
- ❖ Final documentation submitted to MSCHE by April 15
- ❖ College responds to Evaluation Team visit

### **Summer 2019**

- ❖ MSCHE action

### **Steering Committee Membership**

#### **Co-Chairs**

Eileen Abrahams, Associate Professor of English  
Brett Wery, Professor of Music

#### **Regular Members**

Susanna Adams, Coordinator for ADA Transition Services  
Denise Bucker, Director of Trio  
Carrie Buff, Librarian  
Harry Buffardi, Associate Professor of Criminal Justice  
RaeEllen Doyle, Associate Professor of Communications  
Steve Fragale, Dean of Enrollment Management & Student Success  
Tammy Gummersheimer, Professor of Chemistry  
Susan Hatalsky, Professor of Hotel, Culinary Arts, and Tourism  
Dawn Jones, Non-traditional Career Advisor  
Jay Larkin, Assistant Professor of Hotel, Culinary Arts, and Tourism  
Samantha Legere, Coordinator of Scholarships  
Moirra Maguire, Dean of the Division of Liberal Arts  
Sabrina McGinty, Assistant Dean for Academic Affairs  
William Meckley, Dean of the School of Music  
Dale Miller, Director of Institutional Research  
John O'Connell, Instructor of Hotel, Culinary Arts, and Tourism  
Paula Ohlhous, Chief of Staff, President's Office  
Steve Quick, Director of Academic Computing Services  
George Rank, Supervisor of Grounds and CSEA President

Alicia Richardson, Associate Professor of English and Academic Senate Chair  
Lewis Schwartz, Adjunct Instructor of Philosophy  
Amiee Warfield, Controller, Financial Services  
Angela West-Davis, Director of EOP & Access, Student Affairs  
Sarah Wilson-Sparrow, Coordinator of Workforce Development  
David White, Director of Marketing and PR

**Ex-Officio Members**

Penny Haynes, Vice President of Academic Affairs  
Charles Richardson, Vice President of Administration

**Administrative Support Members**

Ellen Malkis, Educational Assistant, Academic Affairs

**Designated Resource Staff**

Antoine Harrison, Chief Information Officer  
Joshua Schwartz, Consultant  
Jalisa Williams, Executive Director of Human Resources

**Working Group Membership**

**Standard I: Co-Chairs: Denise Bruckner & Sabrina McGinty**

Dean Bennett, Associate Professor of History  
Jamie Hungerschafer, Executive Secretary II, President's Office  
Stacy Mcilduff, Coordinator of Development  
Amiee Warfield, Controller, Financial Services  
Sarah Wilson-Sparrow, Coordinator of Workforce Development

**Standard II: Co-Chairs: & Harry Buffardi & William Meckley**

Reneé Adamany, Professor of Sociology & Social Work  
Susan Beaudoin, Assistant Vice President of Administration  
Tania Cabrera, Associate Professor of Nanoscience

**Standard III: Co-Chairs: RaeEllen Doyle & Lewis Schwartz**

Barbara Jones, Associate Professor of Education  
Allyson Keyser, Assistant Professor of Music  
Kim Otis, Instructor of Hotel, Culinary Arts, and Tourism  
Gary Perkins, Professor of Criminal Justice  
Renato Tameta, Professor of Biology

**Standard IV: Co-chairs: Susanna Adams & Jay Larkin**

Lorena Harris, C-STEP Director  
Michael Mastrella, Director of Academic Advisement  
Michelle Ragucci, Coordinator for Testing Center  
Donna Corbisiero, Assistant Professor of Liberal Arts  
Robyn King, Counselor

**Standard V: Co-chairs: Susan Hatalsky & Moira Maguire**

Megan Cassidy, Assistant Professor of English  
Mark Evans, Assistant Professor of Music  
Susan Hatalsky, Professor of Hotel, Culinary Arts, and Tourism  
Rich Lasek, Assistant Professor of Business  
Siu Ng, Director of Academic Services

**Standard VI: Co-Chairs: Samantha Legere & John O'Connell**

Paul Krebs, Professor of of Hotel, Culinary Arts, and Tourism  
Dale Miller, Director of Institutional Research  
Aaron Tolbert, Assistant Professor of English

**Standard VII: Co-chairs: Alicia Richardson & Paula Ohlhous**

Matthew Beebe, Academic Advisor  
Kim Emerson, Senior Technical Assistant  
Sheila Foglieta, Professor of Law

**Compliance Committee**

Penny Haynes, Vice President of Academic Affairs  
Cynthia Zielaskowski, Registrar  
Amiee Warfield, Controller, Financial Services  
Dale Miller, Director of Institutional Research  
Mark Bessett, Director of Financial Aid