

• *Office of Institutional Research and Assessment*

23-Aug-00

TO: Jim Boyle, VP Institutional Advancement
Ray Franco, VP Student Affairs
Cheryl Groeneveld, VP Finance
Bill Sharp, VP Academic Affairs

FROM: Robert Ploutz-Snyder, Director
Institutional Research & Assessment

CC: Joy Hendrick, Faculty Chair of MS Steering Committee

RE: Middle States Inventory of Significant Reports

As a member of the Middle States Steering Committee, I am in the process of compiling an inventory of significant reports and data-collection efforts for our Self-Study Design document that the Steering Committee will be submitting to the Commission of Higher Education Middle States Association of Colleges and Schools.

We are in need of an inventory of significant reports that your units have prepared and data-collection efforts in your units over the past five years. Members of the Steering Committee produced the attached list as examples of the types of reports that we need to consider in our list, however please do not consider this list comprehensive.

Will you please prepare an inventory of what you believe to be significant reports and data-collection efforts from your area? Your inventory should include any on-going initiatives that you believe are significant, as well as efforts resulting from the work of task forces or other important working groups. Eventually, I will ask you to submit copies of the documents listed in your inventory to be available for the various Middle States Committees & site team to review, however at this time we are merely creating the inventory itself.

I have also attached the Steering Committee's Design Matrix, which outlines the six proposed emphasis areas of our upcoming self-study. As you contemplate whether or not any specific reports are significant enough to be included in your inventory, please give extra consideration to including any reports that are relevant to this design matrix. (When in doubt, list the report and the steering committee can determine whether or not to include it.)

The Steering Committee needs to compile the complete inventory by October 2, 2000, so I would appreciate it if you could forward your list to me no later than September 25.

As always, if you have any questions please do not hesitate to contact me, or Joy Hendrick, Faculty Chair of the Middle States Steering Committee.

Inventory of Support Documents
(Suggested by Self-Study Committee as examples.)

- Institutional Self-Study (prepared for Middle States Association) (February 1992)
- Report of the Commission on Higher Education on the Middle States Association of colleges and Schools to SUNY College at Cortland (April, 1992)
- Periodic Review Report (June, 1997)
- Long Range Plan (1998-99)
- Long Range Plan (1997-98)
- Long Range Plan (1996-97)
- Cortland Master Plan Update (December, 1996)
- Faculty Senate Annual Report (1996-1997)
- Faculty Senate Annual Report (1997-1998)
- Faculty Senate Annual Report (1998-1999)
- Faculty Senate Annual Report (1999-2000)
- Cortland College Handbook (1998 - 2000)
- Cortland College Handbook (1996 - 1998)
- Research Review (1999-2000)
- SUNY Cortland 1998 - 2000 Catalog
- SUNY Cortland 1996 - 1998 Catalog
- SUNY Cortland 1995 - 1996 Catalog
- Report of Committee on Status and Education of Women (May, 1997)
- Minority Task Force Report
- Annual Reports and Assessment Plans
- All departments and units
- Title III Grant Proposal (2000)
- Adult Learning Task Force Report
- Title IX Compliance Report
- Final Report - The Review and Restructuring Process (RRP), SUNY Cortland (July, 1996)
- S.E.D. Application
- SUNY Student Opinion Survey Institutional Summary Report (1997)
- SUNY Alumni Opinion Survey
- Report and Recommendations Based on Inquirer and Admitted Student Surveys (by George Dehne and Associates) (October, 1997)
- Executive Summary - Enrollment Management Program Analysis (by Noel-Levitz) (December, 1996)
- Accreditation Reports
- Department of Recreation and Leisure Studies
- Student Health Services
- Others?
- General Education Assessment Report (Spring 2000)
- Graduate Survey (Career Services)
- *Bulletin* - biweekly campus newsletter (copies from most recent year)
- *Dragon Chronicle* - student newspaper (copies from most recent year)
- *Columns* - Alumni newspaper (copies from most recent year)
- *President's Update* (copies from most recent year)
- Minutes from the Faculty Senate (copies from most recent year)