Chair John Ting called to order the regular meeting of the Subcommittee.

Roll call – The following persons were present:
Kerry Donohoe, Registrar 1
Paula Haines, Director of Assessment 2
Christine Lewis, Institutional Research 1
Sheila Riley-Callahan, Academic Services & Special Programs Exec. Dir. 2
Ruben Sanca, Student Activities & Leadership Business Manager 2
Edward Seero, Admissions Sr. Assistant Director 1
Maria Sheehy, Assistant to the Provost
Christine Smith, Assoc. Athletic Director, Academic & Student Services 1
Stacy Szczesiul, Education 1 and 2
John Ting, Vice Provost for Academic Affairs 1 and 2

I. Approval of minutes from last meeting, October 2, 2015
Minutes were unanimously approved.

II. Open issues

a) Ed Seero and Paula Haines each updated the group on edits made to the working draft, noting sources and adding links to external references.

b) Christine Lewis has finalized the tables required for OP 2.1; those have been uploaded into OneDrive.

c) The Academic Support Services evaluation team has completed the interviews for their report. Paula Haines is working on the draft for the full team’s review.

d) Kerry Donohoe, Sheila Riley-Callahan and Paula Haines have met to work on OP 2.2, and have identified some additional sources of information, including the NEASC self-study.
III. Action Items

a) A working group of Christine Lewis, Christine Smith, Sandra Niedergall, John Ting and Stacy Szczesiul will provide an initial analysis of the data and prepare a summary for the full group for our November 6 meeting.

b) Kerry Donohoe, Sheila Riley-Callahan, Stacy Szczesiul and Paula Haines will continue work on OP 2.2.

c) Paula Haines will continue work on the Academic Support Services evaluation.

IV. Adjournment

John Ting adjourned the meeting at 3:00 PM to provide work group meeting time.

V. Minutes submitted by: Paula Haines