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
James Kohl, Dean, Student Affairs and Enrichment 2
Christine Lewis, Institutional Research 1
Steve McCarthy, Plastics Engineering Faculty 2
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
John Ting, Vice Provost for Academic Affairs 1 and 2
Stephen Norton, Assistant Dean of Sciences 2
Sandra Niedergall, Sr. Assoc. Athletic Director 2
Maria Sheehy, Assistant to the Provost
Dana Skinner, Athletic Director
Don Pierson, Provost

I. Approval of minutes from last meeting, September 4, 2015
Minutes were unanimously approved.

II. Open issues

a) Dana Skinner has assembled the already-existing information needed for the IPP report from Annual reports and other sources and created a working draft for our team to work with. This is in the AI OneDrive. This draft document is imperfect and will need verification.

b) Christine Lewis is working to finalize the tables required for OP 2.1 and the existing draft will be updated in the OneDrive. This data will need to be analyzed by the team.
Sandra Niedergall remarked that the consistent growth, both in size and in measures of success over four years, was the most common theme over the four years of data in the chart, consistent with overall institution trends.

c) Steve McCarthy updated on the Academic Support Services evaluation team, which is meeting throughout October, and will meet weekly to complete the evaluation.

d) John Ting led the team’s review of the draft document with Dana Skinner’s notes, and individuals or small groups were charged with the task of reviewing, correcting, augmenting, and indentifying informational sources as needed.

III. Action Items

a) Paula Haines will update all when data 2.1 charts are updated; the full team should review that data and prepare to discuss and develop our analysis at the next meeting.

b) Paula Haines will send a reminder to the group noting individuals or small groups assigned to take the lead on existing draft sections to be reviewed. Any members not assigned can join on to sections as they wish. We’d like to have these sections updated by our next meeting.

c) Working groups are asked to please submit updated sections (even if they are not complete) via e-mail to Paula_Haines@uml.edu

3. Adjournment: John Ting adjourned the meeting at 1:30PM

4. Minutes submitted by: Paula Haines