

Middle States 2010 Periodic Review Overview

The Periodic Review is

- a requirement of the Middle States Commission on Higher Education (MSCHE), the college's accrediting agency. The Periodic Review must be completed five years after the college's last Self-Study.
- "a way for the institution to reflect upon and acknowledge its progress and accomplishments and to develop plans ... regarding important next steps."

From the Handbook for Periodic Review Reports, MSCHE

The Periodic Review Report is the written report, supported by relevant evidence that the college submits to MSCHE. The written report must include all sections described in the PRR handbook which are

1. Executive Summary
 - a. Overview
 - b. Summary- approach to PRR preparation
 - c. Summary- major institutional changes
 - d. Narrative abstract of PRR highlights
2. The college's response to the recommendations made in the "Final Report" from the Middle States Evaluation Team's visit. The three recommendations are
 - a. The college must develop a governance system that is clearly distinguished from the planning processes. The team suggests conducting a systematic evaluation of the governance systems at similar institutions. This recommendation is related to Standard 4: Leadership and Governance, which the Visiting Team said we failed to meet.
 - b. There should be guarantees that, as described in the *Characteristics of Excellence*, the resulting governance system insures "curricula are designed, maintained, and updated by faculty and other professionals who are academically prepared and qualified." This recommendation is related to Standard 4: Leadership and Governance
 - c. Consistent with its own recommendation in the self-study, and the requirement in the *Characteristics of Excellence*, Prince George's Community College should complete a written assessment plan for the college as soon as possible. This recommendation is related to Standard 7: Institutional Assessment

The response should mention the follow-up letter regarding governance that we were required to submit to MSCHE in April 2007. (The Commission accepted our letter without comment.)
3. A narrative identifying major challenges and/or opportunities that are relevant to 14 accreditation standards

4. An analysis of enrollment and finance projections for the next five years, including assumption on which the projections are based and related enrollment and fiscal trends from the previous five years.
 - a. Actual enrollment for current and previous 4 years
 - b. Projected enrollment for the period covered by the institution's financial plan
 - c. Institutional financial plan for the current and succeeding years covered by the institution's strategic plan.
 - d. Two most recent audited financial statements and management letters
 - e. Financial information submitted to IPEDS for 3 previous years

5. Assessment Processes and Plans
Description of institution's assessment processes, any changes, and plans for improvements, both institutional effectiveness and student learning

6. Linked institutional planning and budget processes
Narrative describing current institutional planning and budgeting processes with particular attention to how such processes are integrated and linked

PRR Organization

Groups of faculty and staff will prepare the Periodic Review Report.

1. Six Work Groups will prepare the college's response MSCHE's recommendations and other required information:
 - a. Leadership and Governance
 - b. Curricula
 - c. Institutional Assessment
 - d. Enrollment and Financial Projections
 - e. Outcomes Assessment
 - f. Linkage

2. Fourteen Standards Groups will prepare the college's responses to the recommendations that were made by the Self-Study Standards Committees in 2005 and to MSCHE's suggestion.

3. The Core Group, consisting of Verna Teasdale, Heidi Elam, and Cassandra Moore-Crawford, will coordinate the work of the work groups and standards groups, and prepare the final report. Each Standards and Work Group will report to a member of the Core group.

Core Group	Reporting Work Group	Reporting Standards Group
Verna Teasdale x0620	Curricula Linkage	Standards 9, 10, 11, 12, 13, 14
Heidi Elam x0050	Leadership and Governance Institutional Assessment	Standards 1, 2, 3, 4
Cassandra Moore-Crawford x7562	Enrollment and Financial Projections Outcomes Assessment	Standards 5, 6, 7, 8

4. Collectively the groups will identify the college's "chief accomplishments and any significant obstacles or challenges" that it has encountered over the past five years and that it anticipates encountering over the next five years. The obstacles/challenges and accomplishments must be related to "changes in mission, programs, institutional effectiveness (outcomes), student services, facilities and other institutional resources, administrative organization, governing board, governance structures, personnel and management, institutional research and planning, policies and procedures, admissions, enrollment management, retention and attrition, and financial condition." From the Handbook for Periodic Review Reports, MSCHE

Time Line

Day/Date	Action
Wed., Nov.19, 2008	Group Meeting – Assignments and brainstorming
Mon., Dec. 8, 2008	Names of Work Group members and Standards reviewers submitted to PRR core liaisons
Mon., March 9, 2009	Work Group interim reports to PRR core liaisons Standards interim reports to PRR core liaisons and reviewers
Mon., March 23, 2009	Final Standards reports due to PRR core liaison
Mon., Apr. 20, 2009	Final reports from Leadership and Governance, Curricula, Institutional Assessment and Outcomes Assessment Work Groups
Wed., May 6, 2009	Interim PRR draft
Mon., Aug 3, 2009	Final report from Linkage Work Group
Mon., Dec. 14, 2009	Final report from Enrollment and Financial Projections Work Group
Mon., March 15, 2010	First draft of PRR circulated
Mon., March 29, 2010	Second draft of PRR circulated
Mon., May 3, 2010	Final PRR
Fri., May 21, 2010	Mail PRR

**Names of Co-Chairs for
PRR Groups**

Work Group Co-Chairs	Work Group
Heidi Elam and Laura Ellsworth Other committee members: Sandra Dempsey Mark Hubley John Rosicky	Leadership and Governance
Barbara Sanders and Betty Habershon	Curricula
Shannon Fleishman and Dr. Margaret Taibi	Institutional Assessment
Tracy Harris and Jimmie Cobb	Enrollment and Financial Projections
Mike Gavin and Barbara Engh Rhonda Fentry Nick Plants Carolyn Hoffman	Outcomes Assessment
Dr. Sandra Dunnington and Dr. Dan Mosser	Linkage
See below	Standards

Standard Co-Chairs	Standards
Dr. Teresa Bridger and Dr. Nadene Houser-Archield	1 Mission, Goals and Objectives
Dr. Margaret Taibi and Oliver Hansen	2 Planning, Resource Allocation, and Institutional Renewal
Dr. Karl Boughan and Sandra Hoover	3 Institutional Resources
Tracy Harris and Dr. Dennis Huffman	4 Leadership and Governance
Dr. Lynda Logan and Laurie Cunningham	5 Administration
Louis Renaud and Veronica Alford	6 Integrity
Bill Gardner and Nancy Grinberg	7 Institutional Assessment
Andristine Robinson & Lynn Lubey	8 Student Admissions
Mara Doss and Beth Adkins	9 Student Support Services
Barbara Abdul-Karim and Dr. Brenda Teal	10 Faculty
Dr. Beverly Reed and Dr. Melinda Kramer	11 Educational Offerings
Dr. Robert Barshay and M.J. Coluzzi	12 General Education
Dr. Sherry Kinslow and Dr. Elaine Kass	13 Related Educational Activities
Dr. Leela Kapai and Beth Baldwin	14 Assessment of Student Learning

Note:

1. Some committee members have been identified. For other Work Group committees, co-chairs will be asked to select their committee members with the recommendation that they select a minimum of three additional members.

2. The Standard Co-chairs were either co-chairs or members during the Self-Study of the Standard they are being asked to chair for the PRR. The co-chairs of each Standard will be asked to have three other faculty/staff members who have been at the college 10 years or less to read the co-chairs' responses.