



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

Middle States Reaccreditation Steering Committee

*Are you ready?*

March 2011

Dear Department/Division/Unit Heads:

**It's not too early to begin preparing your department/division/unit for The College at Brockport's reaccreditation with the Middle States Commission on Higher Education (MSCHE).** We'd like to take this opportunity to update you on the reaccreditation process that is currently underway and advise you on how to prepare your department/division/unit for next year's MSCHE campus evaluation visit.

**First**, you should know that there are two stages to the MSCHE reaccreditation process:

(1) The College-wide self study that is currently being conducted by a steering committee and seven subcommittees, culminating in an institutional self-study report to be shared with the campus community at the beginning of the fall 2011 semester; and,

(2) In spring 2012, an evaluation team consisting of representatives from MSCHE will review Brockport's self study and visit our campus to evaluate the extent to which our institution is in compliance with the aforementioned 14 standards of excellence.

***What is your role in ensuring a successful reaccreditation?***

**Second**, now is the time to begin preparing your department/division/unit for a *possible* visit by MSCHE representatives in spring 2012. The on-site evaluation requires MSCHE representatives to meet with faculty, staff and students, and to visit various departments/units on campus. We recognize that not all of the items listed below will apply to your department, division, or unit, but these are examples of the kinds of documents that you should have up-to-date and readily available during the evaluation visit, as appropriate:

- ✓ Annual reports/Periodic Program Reviews (PPR)
- ✓ Mission/vision statement
- ✓ Strategic planning documents
- ✓ Annual assessment reports
- ✓ Syllabi for all courses
- ✓ CVs/résumés for full- and part-time faculty/staff
- ✓ Department/unit meeting minutes
- ✓ Operations/procedures manuals
- ✓ Department constitution
- ✓ Advisement guidelines
- ✓ Appointment, Promotion, and Tenure (APT) documents
- ✓ Organizational chart
- ✓ Discipline and department-specific accreditation reports
- ✓ Other departmental publications

**If you would like us to attend one of your department/division/unit meetings to discuss your role in the reaccreditation process or provide your faculty/staff with an update on our progress, please send us an e-mail and we will be happy to accommodate your schedule.**

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*Reaccrediting our College. Reaffirming our promise.*

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***Third***, we invite you and your staff (support staff, professional staff, and faculty) to attend our **2<sup>nd</sup> Open Forum on Middle States Reaccreditation on Thursday April 7, 2011, from 2:00-3:30 PM** (come for as much or as little of the forum as you like), located in the New York Room, Cooper Hall. Light refreshments will be served. For students, faculty, and staff located downtown, you are invited to attend the event live via videoconferencing at the MetroCenter in the Golden Eagle Room (your College ID is required for entry to the MetroCenter). For more information, visit [www.brockport.edu/middlestates/openforums/html](http://www.brockport.edu/middlestates/openforums/html).

***Finally***, we also hope that you will offer feedback on the self-study report when it is unveiled in the fall semester—the integrity of the report depends on broad input from faculty, staff and students from across the divisions/units.

Obtaining reaccreditation with MSCHE is essential because it reaffirms that Brockport meets the MSCHE 14 standards of excellence expected of a quality institution of higher learning. These standards of excellence span topics such as the quality of academic programs, fiscal planning and resource allocation, student recruitment and retention, leadership and governance processes, campus infrastructure and residential life, and assessment of educational processes—**especially as they pertain to student learning and success**. For more details on the reaccreditation process, visit [www.brockport.edu/middlestates](http://www.brockport.edu/middlestates)

Stay tuned ... we will be sending updates campus-wide via e-mail and *The Daily Eagle*. In the meantime, if you have any questions or concerns, please don't hesitate to contact us.

Cordially,

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**P.S. Please share this important information with your entire department/division/unit—including support staff, professional staff and faculty.**

**P.S.S. Printed on 100% recycled paper. Please help us in our efforts to be a "green campus" by saving this letter for future reference and sharing it with your staff. It is also available on our web site at [www.brockport.edu/middlestates/campusinvolvement](http://www.brockport.edu/middlestates/campusinvolvement)**

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