

Documenting our Compliance: Steering Team and Task Forces for the MSCHE March 1, 2011 Monitoring Report

January 24, 2011

University of Puerto Rico at Cayey

MSCHE Current Accreditation Status

- On November 18, 2010, the Commission acted to continue UPR-Cayey's probation because of a lack of evidence that the institution is currently in compliance with Standard 3 (Institutional Resources) and Standard 4 (Leadership and Governance), based on the September 1, 2010 Monitoring Report.
 - Monitoring Report to be submitted on March 1, 2011, followed by a visit (date to be determined).
- In addition, the Commission found a lack of evidence that the institution is in compliance with Standards 7 (Institutional Assessment) and Standard 14 (Assessment of Student Learning) based on the Periodic Review Report.
 - Monitoring Report to be submitted on September 1, 2011, followed by a visit (date to be determined).

UPR-Cayey remains accredited by the Middle States Commission on Higher Education while on probation.

March 1, 2011 Monitoring Report: Contents

To request a monitoring report due by March 1, 2011, documenting evidence that the institution has achieved and can sustain ongoing compliance with Standards 3 and 4, including, but not limited to :

- Standard 3 – Institutional Resources:
 - (1) five-year financial projections for the UPR System including information from audited financial statements for fiscal year 2010;
 - **TO BE SUBMITTED BY UPR-AC ON FEBRUARY 7, 2011.**
 - (2) institutional pro-forma budgets that demonstrate the institution's ability to generate a balanced budget for fiscal years 2012 through 2015, including the personnel, compensation, and other assumptions on which these budgets are based (Standard 3);
 - **PROJECTIONS DEPEND ON UPDATED FINANCIAL PROJECTIONS FROM THE UPAC – TENTATIVE DATE FOR PROVIDING DATA: JANUARY 26, 2011.**
 - **INSTITUTION CAN BEGIN PROJECTING WITH EXTERNAL FUNDING, AREAS NOT INCLUDED IN THE SEPTEMBER 1, 2011 MONITORING REPORT.**

An on-site evaluation will follow submission of the March 1, 2011 monitoring report.

March 1, 2011 Monitoring Report: Contents

To request a monitoring report due by March 1, 2011, documenting evidence that the institution has achieved and can sustain ongoing compliance with Standards 3 and 4, including, but not limited to :

- Standard 4 – Leadership and Governance
 - (3) evidence of implementation of clear institutional policies specifying the respective authority of the different governance bodies and their respective roles and responsibilities in shared governance;
 - **TO BE SUBMITTED BY UPR-AC ON JANUARY 31, 2011.**
 - (4) evidence that the Board of Trustees assists in generating resources needed to sustain and improve the institution;
 - **TO BE SUBMITTED BY UPR-AC ON FEBRUARY 7, 2011.**
 - (5) evidence of a procedure in place for the periodic objective assessment of the Board of Trustees in meeting stated governing body objectives and responsibilities;
 - **TO BE SUBMITTED BY UPR-AC ON FEBRUARY 7, 2011.**
 - (6) evidence that steps have been taken to assure continuity and stability of institutional leadership, particularly in times of governmental transition;
 - **WAS TO BE SUBMITTED BY UPR-AC ON JANUARY 15, 2011, TENTATIVE DATE FEBRUARY 7, 2011.**
 - **CAMPUSES WILL DOCUMENT THEIR STABILITY AND KEY PERSONNEL TABLES (SEE NOVEMBER 2009 INFORMATION REPORT AS REFERENCE AND SEPTEMBER 1, 2010 MONITORING REPORT)**

An on-site evaluation will follow submission of the March 1, 2011 monitoring report.

March 1, 2011 Monitoring Report: Contents

To request a monitoring report due by March 1, 2011, documenting evidence that the institution has achieved and can sustain ongoing compliance with Standards 3 and 4, including, but not limited to :

- Standard 4 – Leadership and Governance (continued):
 - (7) evidence that the UPR Action Plan is implemented, that it is assessed, and the data are used for continuous improvement of the institution's processes;
 - **TO BE SUBMITTED BY UPR-AC ON FEBRUARY 14, 2011.**
 - **UNIT ANALYSIS IS IN PROGRESS AND CAN BE COMPLETED BY JANUARY 28, 2011**
 - (8) evidence that steps have been taken to improve shared governance, especially in documenting how campus input is solicited and considered in decision making at the System level;
 - **TO BE SUBMITTED BY UPR-AC ON FEBRUARY 14, 2011.**
 - **UNIT LEVEL ACTIVITIES UNDERWAY: REVISIONS TO INTERNAL BYLAWS AND POLICIES IN ACCORDANCE WITH UNIVERSITY BY-LAWS AND DOCUMENTATION REGARDING MEETINGS AND COLLOQUIAS.**
 - (9) evidence that communication between the Central Administration and the institution and within the institution, is clear, timely, and accurate, and that the sources of such communications are clearly defined and made available to all constituents (Standard 4).
 - **TO BE SUBMITTED BY UPR-AC ON FEBRUARY 14, 2011.**
 - **UNIT LEVEL ACTIVITIES UNDERWAY: SUMMARY OF COMMUNICATIONS TO THE CAMPUS COMMUNITY.**

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PHASE I – ESTABLISHING THE TASK FORCES, STEERING TEAM AND RESPONSIBILITIES

STANDARD 3 – TASK FORCE

- Chair: Prof. Humberto Malavé, Business Administration
- *Co-Chair:* Prof. Ricardo Colón, CPA, LLM - Business Administration
- *Members:*
 - Mr. Gonzalo Colón, Budget Director
 - Mr. José Colón, Finance Director
- For documenting and projecting external funding:
 - Dr. Enid Caraballo – Director of the Continued Education and Professional Studies Division
 - Ms. María M. Santiago, Budget Analyst - External Resources Office
- For standard development
 - Dr. Carlos Ricart - Biology Department, Alternate Senator, APDCUC
 - Prof. Mary Lynne Rivera Rivera - Business Administration
 - Ms. Estefanía Pérez, Student

STANDARD 4 – TASK FORCE

- Chairs: Dr. José A. Molina Cotto – Dean of Academic Affairs
- Co-Chair: Prof. Ismael Quiles – Special Assistant to the Chancellor
- *Members:*
- For documenting continuity in Extraordinary Settings (eg. Stoppages, etc.):
 - Mr. Angel Rivera Rolón – Interim Dean of Administrative Affairs
 - Prof. Gladys Ramos – Special Assistant to the Chancellor
- For documenting stability of Key Leadership:
 - Mr. José R. Polo – Human Resources Director
- For documenting roles and responsibilities:
 - Pedro Cruz, Esquire – UPR Cayey Legal Advisor
 - Prof. Carlos Carrión – Parliamentary Advisor
 - Mr. Nelson Crespo , Student
- For standard development
 - Dr. David Lizardi, English Dept and Senator
 - Dr. Mario Medina, English Department/APDCUC
 - Dr. Xiomara Santiago – Business Administration

STEERING TEAM:

- Chair:
 - Prof. Irmannette Torres-Lugo, MSCHE Accreditation Liaison
- Co-Chairs:
 - Dr. José Molina Cotto – Dean of Academic Affairs
 - Prof. Humberto Malavé, Business Administration
 - Prof. Ismael Quiles – Special Assistant to the Chancellor
- Members:
 - Dr. Xiomara Santiago – Business Administration
 - Prof. Ricardo Colón, CPA, LLM - Business Administration
 - Prof. Carlos Carrión – Parliamentary Advisor
 - Dr. Carlos Ricart – Biology Department
 - Dr. Mario Medina – English Department
 - Mr. Gonzalo Colón – Budget Director
 - Ms. Estefanía Pérez - Student
 - Mr. Nelson Crespo - Student

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PHASE II – ESTABLISHING WORK PLAN AND WORK CALENDAR

Meetings and Deadlines

Meetings:

- Task Force Standard 3 – January 26, 2011 at 3:30pm
 - Meeting Room B – Chancellor's Building
- Task Force Standard 4 – January 28, 2011 at 2:00pm
 - Meeting Room B – Chancellor's Building
- MSCHE Steering Committee:
 - Report Retreat at the Meeting Rooms A and B, Chancellor's Building
 - 9:00 am to 5:00pm
- Final Report Presentation to the Campus Community:
 - February 23, 2011
- Final Report Submission to the MSCHE:
 - February 28, 2011