

Planning Team Minutes
August 3, 2004
Saints Peter and Paul Conference Room

Present: Barbara Ayers, Paul Broll, Vicki Cappa, Judy Morgan-Dahlen, Kim Kaestner, Tim Linck (co-chair), Edna Patchett, Dani Smith and Melvin Smith (co-chair)

Excused: Stephanie Bradley, Debbie McQuaid, Amelia Montague, James Nemeth (ex-officio) and Matt Whaley

Introduction----At an earlier date, Jim Nemeth asked Tim Linck and Mel Smith to form a planning committee for the Middle States re-accreditation. It would be comprised of faculty, students, parents, alumni, and a parish member. The make-up of the Planning Team is: 5 faculty members, 3 students, 4 parents (several of whom are alumni), 1 parish member, and Mr. James Nemeth, principal of Saints Peter and Paul High School. The group introduced themselves. Mel Smith gave an overview of the Middle States re-accreditation process. Accreditation is the affirmation that a school provides a quality of education that the community has a right to expect and educators would endorse.

Belief, Mission and Philosophy Statements - Kim made the motion to approve all of the statements. Paula seconded the motion. Edna pointed out a few grammatical errors that will be corrected. The group then approved the statements.

Ground Rules - If there is a sufficient quorum, the majority rules on any voting issues.

Subcommittees - During the third week in August, there will be subcommittee meetings held at the school. A list was given to the Planning Team that showed the planning committee liaison members and the subcommittees that they are responsible for. That group is Tim Linck, Vicki Cappa, Edna Patchett, Mel Smith and Debbie McQuaid. There was discussion among the group regarding the responsibilities of the Planning Team and the subcommittees. Any of the members of the Planning Team can come to the meeting on August 26th if they are able to.

Data Collection - Mel stated that the purpose of the Data Collection is to see where students are academically. It should also show the perceptions held by faculty, students, parents, alumni, and parish members concerning 12 Standards as put forth by the Middle States Association of Colleges and Schools in their *Accreditation for Growth* protocol.

Surveys – Tim stated the Standards surveys would be completed by students, teachers, parents and members of the community. Faculty and students will complete the Standards surveys in school and parents and community members will receive them in the mail. Our stakeholder groups will also complete a second set of Opinion Surveys. Faculty and students will complete these surveys over the Internet and parents and community members will complete pencil and paper versions.

Goal for Survey-Data Collection - The goal for completed surveys is as follows: 100% of faculty, 98 % of students. We would like at least an 85% return. If we receive 50-85% it may not represent the info that we are looking for. 50% or less can't tell us what the group is really thinking. The surveys will be anonymous. Students and faculty who complete their survey over the Internet will be given access codes. Core letters will be sent out to parents and community members explaining the survey process. Those that are done by pencil and paper will be returned to the school so they can be scored.

Time Line for Surveys - The deadline for completion of the surveys will be the end of October. They should be done over a two-week time period. The access codes, etc. should be given before October 1, 2004.

Samples - The group discussed the availability of getting some sample surveys. There has to be some lead-time if adding approximately twenty questions.

Next Meeting - The next meeting will be held on Thursday, September 23, 2004 at 6:00 PM in the conference room in the new building.

Respectfully submitted,

Judy Morgan-Dahlen