1. **Call to Order, Welcome, Reading and Introductions** – Terri Lewandowski called the meeting to order at 12:35 P.M. Terry offered a prayer written by St. Teresa of Calcutta. Introductions were made.

2. **Approval of Minutes** – T. Lewis motioned to approve the March 8, 2016 minutes of the M & I Committee with corrections of misspelled name. Fr. Sheeran seconded the motion. The minutes were unanimously approved with corrections.

3. **Update and Reports** -
   a) Peifang Tian
      ▪ Physics department collaborated in a faculty development workshop at Loyola University Chicago Retreat and Ecology Campus (LUREC), November 6-7, 2016
      ▪ JCU Physics department has been invited to present at the 2017 LUREC workshop
      ▪ HLC preparation is going very well. Last week’s preparation meeting was very helpful in clarifying individual roles and expectations
      ▪ Faculty members expect HLC changes will be institutionalized and that communication is improving and will be sustained
- It is expected that once enough data can be collected and analyzed it will demonstrate improvements in outcomes for students
- Faculty of Color (FOCO) has been very supportive of AAA (African American Alliance) goals and objectives

b) Anthony Shoplik
- The requirement of a service component and theme paper brought a deeper experience to his TRS 101 fall course
- Ecuador immersion experience was personally life changing
- As a follow Addition of a second Manresa retreat during the fall semester will accommodate the larger number of students registering to participate
- AAA and Students for Social Justice (SSJ) have been very active on campus. SSJ’s chain fence in front of the LSC revealed the need for more dialogue around social justice issues on campus, especially around immigration
- JCU Administration has been proactive on the disclosure of Archbishop John Carroll owning slaves. Fr. Niehoff has established a working group to address the issue.

c) Brian Hurd
- Staff Council believes that JCU’s mission is essential to our institution and is advocating and encouraging staff members to participate in JCU service opportunities
- Onboarding process enacted by staff council has been well received by the JCU community, however, the M&I component has not received the level of participation that staff council has hoped
- Staff Council M&I committee’s main focus this year is to promote service projects and mission opportunities for staff members

d) Rev. Martin Connell, S.J.
- The Jesuit Community is adjusting to the significant changes due to the deaths of Father Bichl, Father Glynn, and the moving of Fr. Casey Bukala, S.J. to Colombiere.
- Fr. William Murphy, S. J. has joined the Jesuit Community. He serves as a vocations promoter. The University has provided him with office space in Sutowski Hall to conduct his work and promote vocations at JCU. Fr. Connell continues to work with the Provost and Deans to hire young Jesuits.
- Fr. Connell, S.J. will co-chair, along with Sherri Crahen, the working group charged with developing a participative campus process to help
learn about and respond to the historical acknowledgement of Archbishop John Carroll’s slave ownership.

- Fr. Connell, S. J. will begin assisting with people enrolled in the Ignatian Colleague Program.
- The Jesuit Community will host the ICP community at Schnell House October 21, 2016.

e) Ed Peck

- AAA has been meeting with Father Niehoff and the diversity and inclusion team members to discuss the ongoing challenges and work towards resolution.


a) Ed provided the Summary of Mission Reaffirmation Examen Process. He explained the introduction, 7 Characteristics, and concluding section on mission priorities. Ed discussed the process involved in producing the publication and all the groups who participated and contributed. (Report attached)

b) Fr. Sheeran suggested that a chair in Jewish Studies be established in order to create further interreligious dialogue

5. **Board Formation Action Plans**

a) Ed distributed Board Formation Action Plan: A Possible Model Based on Regis University (see draft report attached). Ed has provided parts of the formation plan at the past two retreats. Terri would need to present this suggested formation plan to the Executive Committee for approval.

b) Xavier’s model was not workable for JCU’s Board.

c) There is a need to recruit board members for the Mission and Identity committee. Suggested approaches were to
   1. Begin new board member orientation with a M & I presentation
   2. Include Ed in board member orientation program or invite him to have lunch and give a “mission tour” to new members as part of their orientation (according to the Regis model).

6. **Focus of the meeting: Accessing Mission**

a) Nicholas Santilli, Ph.D. Associate Provost for Institutional Effectiveness

- Distributed “Program Review Guide for Administrative Units” report (see Board Notebook).
We are starting a regular administrative cycle of program reviews using schedules and templates. Reviews have been done in the past but not consistently and not in the form what we will now be doing as a result of HLC.

Every administrative area will do an action plan that articulates their goals and how those goals align with the University’s learning goals and strategic plan. Measurements, goals and methods of evaluation will be crafted to insure mission, programs and staff are successful.

Institutional Effectiveness will provide total support throughout this process by providing an information website that includes templates and instruction as to how to insure the learning outcomes are accessed and successful.

The target date for completion is May, 2017.

b) Anne McGinness, Ph.D. Campus Ministry (lecturer in TRS)
   - Distributed “Campus Ministry Assessment Plan: An Overview” report (see attached).
   - Piloting 2 of the 6 goals over 3 year period to be completed 2017
   - Adding post immersion retreat and creating and Institutional Review Board with direct measures to assess and identify growth as a result of an immersion experience. Goal is to avoid “volunteer tourism” and secure long term grants

c) Ed Peck -- ACCU Mission Assessment Project
   - Ed explained that he will be exploring the possibility of participating in the Association of Catholic Colleges and University’s mission assessment pilot program and will report back to the committee.

Adjourn – Terri Lewandowski adjourned the meeting at 2:35 P.M.

Action items: Fr. Sheeran requested board members receive Carroll News
   - Terri suggested JCU tour guides be informed of JCU campus diversity facts, figures and plans for improvement
   - Fr. Sheeran suggested tabs, section headings and/or bookmarks be included in the electronic BOD minutes posted/received from K. Michael so that members can easily locate sections that pertain to their committee(s)

APPROVED 12/6/2016