

## ORGANIZATIONAL STRUCTURE OF THE STEERING COMMITTEE AND WORKING GROUPS

### *Steering Committee Composition and Responsibilities*

EIC's Steering Committee has eleven members who represent the academic community (3), operational program managers (4), and administration (4) drawn from the college community. Working under the Steering Committee are seven Working Groups formed to represent each of the seven MSCHE Standards. Each Working Group has two co-chairs responsible for scheduling all regular meetings and coordinating activities with the Steering Committee (one chair in each Working Group is also a Steering Committee member).

To facilitate documentation of the Self-Study process, EIC has created google shared drives hosted by the college and requiring an EIC email to access. The collaborative nature of Google Drive tools is conducive to sharing drafts, adding comments, and transparency needed to meet deadlines. Separate drives have been set up for the Steering Committee, Working Groups, and the Compliance Report team, with access given to the appropriate members. Each Working Group also has an assigned Google group and group email to document the meeting agenda and minutes and access to a group Middle States Calendar. Each working group within the drive has electronic access to the Evidence Inventory with the relevant resources tagged and available. The College's Evidence Inventory of support documents comprises informational/data sources aligned with MSCHE Standards.

All working group participants will have access to other working group data to avoid overlap and duplication. The working group chairs and co-chairs will communicate issues at the working group level that need to be addressed at the steering committee level.

The Steering Committee holds bimonthly meetings to review and discuss the progress of the Self-Study process and assist any of the Working Groups as needed. The co-chairs will communicate back responses from the steering committee to the working groups. Moreover, using Google Drive promotes transparency and collaborative interaction among all stakeholders on and off campus.

The Vice President (VP), who serves as the Accreditation Liaison Officer (ALO) to MSCHE, participates in the MSCHE Steering Committee and a couple of Working Groups. However, due to his long-standing background and experience in assessment and accreditation in higher education, the President continues to play a consultant role to the Steering Committee and Working Group members. Given the need to mitigate any potential concerns for conflicts with Standards II (Ethics and Integrity) and VII (Governance, Leadership, and Administration), this decision is believed to be in the best interests of the College.

Students' contribution to this process is gleaned from their participation in various institutional activities and the feedback they provide in the different assessment areas. In addition, students participate in Program Advisory Committee (PAC) meetings, where they provide valuable feedback on their program curriculum, facilities, resources, and faculty. Activities like "Chat and Chew" by the Nursing Department are a friendly forum for students to freely provide feedback on student services. Their participation in community services, like the Dental Hygiene outreach activities, provides valuable insights into the importance of community

service in their overall learning. Their participation in student governance allows them to voice concerns and provide insights for improvement.

The following chart presents the eleven EIC's Middle States Steering Committee members. Below the same chart is the Steering Committee's specific responsibilities.

### Responsibilities of EIC's Self-Study Steering Committee

The Steering Committee's responsibilities are coordinating the self-study, strategic planning, and facilitating the process and delivery of deliverables of each Working Group. This includes the following:

1. Understanding and supporting the use of a comprehensive Self-Study Design
2. Developing the Self-Study Design document to be submitted to MSCHE, including the development of research questions that help record, measure, and assess EIC's compliance with each MSCHE Standard
3. Encouraging participation from all EIC constituencies in the Self-Study process
4. Communicating progress on the Self-Study to the campus community and stakeholders
5. Supervising, coordinating, and facilitating all work associated with the seven Working Groups
6. Reviewing all drafts of Self-Study report documents provided by each Working Group
7. Creating and publicly disseminating a reflective and cohesive Self-Study Report for the Commission that tells our story
8. Coordinating the Self-Study Middle States Evaluation Team visit in Spring 2024

### STEERING COMMITTEE

Name	Steering Committee Position	Position in the Institution
Hany Zaky, EdD	Chair	Director of Assessment and Institutional Effectiveness
Suzanne Mullings, PhD	Co-Chair	Dean of Nursing
Alaa Mohsen, DHED	Member	Chair- Dental Hygiene Department
Jennifer Gonzalez, EdS	Member	Director of Operations and Student Services
Evelyn Garcia, MS	Member	Faculty- Dental Hygiene Department
Wanda Broach- Butts, DNP	Member	Faculty-Nursing Department
Eduard Purisima, MA	Member	Director of Library
Andrea Ojeda, MBA	Member	Director of Financial Aid
Karen Lopez, BS	Member	Registrar Officer
Wagih Youssef, MD	Member	Faculty-Cardiovascular Technology/Diagnostic Medical Sonography

### *Working Group Responsibilities*

Seven Working Groups are representatives from the academic (faculty and their chairs) and non-academic (staff and administration) communities across the College. Each Working Group has a Chair and a Co-Chair who serve on the Steering Committee. The Steering Committee co-chair is ex-officio in that (s)he is a working group member but not a voting member of the Working Group. The Steering Committee has assigned each Working Group one MSCHE Standard.

The following chart (below) represents the specific responsibilities of each Working Group.

#### Responsibilities of EIC's Self-Study Working Groups

1. To recognize the role of the Steering Committee members assigned to each Working Group to offer assistance and direction throughout the process and to communicate any concerns to the Steering Committee
2. To regularly submit materials to the Steering Committee through its chair, according to the Self-Study Work Schedule activity timeline.
3. To submit minutes to the Steering Committee chairs within one week after each Working Group meets
4. To promptly respond to any additional requests from the Steering Committee for information specific to the Work Group's assignments
5. To use the "[Data Request Form](#)" to communicate to the Steering Committee the need for specific, but as of yet, unattainable data to address the Self-Study research questions
6. To establish a process to take minutes at each scheduled meeting, including selecting a minute-taker and back-up minute-taker, if needed
7. To develop draft chapters for the final Self-Study Report that are objective (free from bias) and reflect and reinforce empirical evidence produced during the Self-Study process designed to fully address each research question.
8. To fully use online technology (**Shared Google Drive**) throughout the Self-Study process to document the Working Group's progress.



The charts provide the name, Working Group position, and campus position of each Working Group member. Each Working Group comprises representatives from staff or administrative members, faculty members, and one assigned Steering Committee member. Members were assigned to each group during a Steering Committee meeting in July 2022.

### ***Working Group Composition***

<b>WORKING GROUP 1 STANDARD 1- MISSION AND GOALS</b>		
<b>Name</b>	<b>Working Group Position</b>	<b>Position in the Institution</b>
Alaa Mohsen, DHED	Chair	Chair- Dental Hygiene Department
Suzanne Mullings	Co-Chair	Dean- Nursing Department
Karen Lopez, BA	Member	Registrar Officer
Christine Gutierrez, BA	Member	Financial Aid Officer
Mubashir Mirza	Member	Faculty- Diagnostic Medical Sonography
Angela Caballero, BS	Member	Faculty- Nursing Department
Shahida Qureshi	Member	Chair- Cardiovascular Technology
Evelyn Garcia, MS	Member	Faculty- Dental Hygiene Department
Hassan Mohsen, BS	Member	Executive Administrative Assistant

<b>WORKING GROUP 2 STANDARD 2- ETHICS AND INTEGRITY</b>		
<b>Name</b>	<b>Working Group Position</b>	<b>Position in the Institution</b>
Alaa Mohsen, DHED	Chair	Chair- Dental Hygiene Department
Angela Caballero, Ms	Co-Chair	Faculty- Nursing Department
Haytham Zghaib, MD	Member	Faculty – Cardiovascular Technology and Sonography Department
Evelyn Garcia, MS	Member	Faculty- Dental Hygiene Department
Dorothy Rollings, MSN	Member	Faculty- Nursing (Part-Time)
Yasmin Sharaf	Member	College Auditor
Lourdes Dominise	Member	College Accountant
Carle Mclean	Member	Administrative Assistant- Nursing Department

<b>WORKING GROUP 3</b> <b>STANDARD 3- DESIGN AND DELIVERY OF STUDENT LEARNING EXPERIENCE</b>		
<b>Name</b>	<b>Working Group Position</b>	<b>Position in the Institution</b>
Suzanne Mullings, PhD	Chair	Dean- Nursing Department
Marissa Halum, DMD	Co-Chair	Faculty- Dental Hygiene Department
Joseph Dario, MSN	Member	Faculty- Nursing Department
Huda Mohsen, DPh	Member	Executive Administrative Assistant
Wagih Youssef, MD	Member	Faculty- Cardiovascular Technology Department
Shahida Qureshi, MD	Member	Chair- Cardiovascular technology Department
Dorothy Rolling, MSN	Member	Faculty(Part-Time) - Nursing Department
Elena Bront De Avila,EdD	Member	Faculty (Adjunct)- General Education Department
Hong Kim, MEd	Member	Faculty- General Education Department
Simona Amin, BS	Member	Faculty- Dental Hygiene Department

<b>WORKING GROUP 4</b> <b>STANDARD 4- SUPPORT OF THE STUDENT EXPERIENCE</b>		
<b>Name</b>	<b>Working Group Position</b>	<b>Position in the Institution</b>
Jennifer Gonzalez, EdS	Chair	Director of Operations and Student Services
Eduard Purisima, MA	Co-Chair	College Librarian
Ameena Athab, BSBA	Member	Coordinator- Social Media and Digital Marketing
Maria Billings, EdS,	Member	Student Services- Counseling and Registration Advising
Andrea Ojeda, MBA	Member	Director- Financial Aid
Marc Jean, BS,	Member	IT Department
Mary Kurzyna, BA	Member	Student Services
Tiffany Janajreh	Member	Faculty- Dental Hygiene Department

**WORKING GROUP 5**  
**STANDARD 5- EDUCATIONAL EFFECTIVENESS ASSESSMENT**

Name	Working Group Position	Position in the Institution
Hany Zaky, EdD	Chair	Director of Assessment and Institutional Effectiveness
Suzanne Mullings, PhD	Co-Chair	Dean- Nursing Department
Alaa Mohsen, DHED	Member	Chair- Dental Hygiene department
Samir Samour, MSN	Member	Faculty- Nursing Department
Hong Kim, MED	Member	Faculty- General Education Department
Tiffany Janareh, MS	Member	Faculty- Dental Hygiene Department
Haytham Zghaib, MD	Member	Faculty- Cardiovascular Technology and Sonography Department
Joseph Dario, MSN	Member	Faculty- Nursing Department
Evelyn Garcia, MS	Member	Faculty- Dental Hygiene Department

**WORKING GROUP 6**  
**STANDARD 6- PLANNING, RESOURCES, AND INSTITUTIONAL IMPROVEMENT**

Name	Working Group Position	Position in the Institution
Hany Zaky, EdD	Chair	Director of Assessment and Institutional Effectiveness
Lourdes Dominise	Member	College Accountant
Alaa Mohsen, PHD	Member	Chair- Dental Hygiene
Karen Lopez, BA	Member	Registrar
Suzanne Mullings, PhD	Member	Dean- Nursing Department
Jennifer Gonzalez, EdS	Member	Director of Operations and Student Services
Yen Tang, BS	Member	IT-Institutional Technology Department
Fateema Jones	Member	Receptionist
Yasmin Sharaf	Member	College Auditor

**WORKING GROUP 7**  
**STANDARD 7- GOVERNANCE, LEADERSHIP, AND ADMINISTRATION**

Name	Working Group Position	Position in the Institution
Jennifer Gonzalez, EdS	Chair	Director of Operations and Student Services
Suzanne Mullings, PHD	Co-Chair	Dean- Nursing Department
Marlin Polanco, BA	Member	Associate Director- Financial Aid Department
Sheila Sanchez, BSACC	Member	Officer- Human Resources
Kesha Chisolm	Member	Administrative Assistant- Nursing Department
Nick Githinji	Member	Security
Shahida Qureshi, MD	Member	Chair- Cardiovascular Technology Department
Mubashir Mirza, MD	Member	Faculty- Diagnostic Medical Sonography Department

The following flow chart characterizes the working relationship between EIC's President, Self-Study Steering Committee, and seven Working Groups.

