INTRODUCTION

Benjamin Franklin Institute of Technology has followed a thorough and inclusive process of self-study in preparation for the November 2011 visit by the New England Association of Schools and Colleges (NEASC). The College has viewed the process of conducting the self-study as an opportunity to reflect, examine and review all aspects of the organization. The 2010/2011 Self-Study and accompanying documentation were gathered through consistent, deliberate and collaborative effort.

In 2009, then Interim President, Stephen Lozen, appointed the then Dean of Partnerships and Institutional Advancement, Kathleen Lynch, to chair the Steering Committee. The process began in earnest in October 2009 when the President, Dean of Students, Dean of Academic Affairs, Dean of Institutional Advancement, Director of Library Services, Department Chair for Humanities and Social Sciences, and Board of Directors member attended the annual NEASC Self-Study workshop. In early November 2009 a Steering Committee was formed. Writing guidelines were established and a timeline developed for the process. The Steering Committee also designated committees for each Standard that were comprised of various constituents, including members from faculty, administration, staff, Board of Trustees, and in some cases students. A Chairperson was appointed for each committee based on requirements of the Standards. The Steering Committee met subsequent times throughout the fall to coordinate the process, make available previous NEASC documents, and develop the organizational details required for a successful Self-Study.

A number of measures were taken throughout the process to involve the entire college community and garner feedback. In February 2010, a college-wide community kick-off meeting was held with a visit from the Associate Director of the Commission of NEASC/CIHE, who was present to assist in communicating the upcoming process of the self-study. Early spring 2010 Standard Chairs met with committee members to review the 2006 Self-Study, discuss progress on the data-first forms, and plans to move forward with the initial writing.

In spring 2010 the entire community, consisting of the Board of Directors, Administration, Faculty, Staff, and students participated in a facilitated event charged with revising the mission, values and vision statements.

The Steering Committee organized meetings from August - November 2010 for standard committee working meetings. Each of the committees worked in the auditorium to plan, write, and revise their first drafts and during those sessions consulted with members of other committees for clarity and data gathering purposes. The Standard Chairs were asked to email progress reports to the Steering Committee after the working meetings. In November 2010 each standard committee sent their standard draft to a board member who had volunteered to edit and assemble the document in “one voice”. In January 2011, a first draft of the completed Self-Study was distributed to the College community.

A main goal of the Self-Study process is to be inclusive of the entire community, therefore from January – March 2011 four separate community meetings were held to review the drafts of the individual Standards. Since this process had worked well during the 2006 Self-Study, serving as a way to collect feedback as well as involve many members of the community, we utilized the same method for this self-study. The standard drafts were emailed in advance for community review. The community was asked to read each standard and to document any questions or concerns. Three to four standards were reviewed in each of the meetings. The chairs of the standards being reviewed facilitated that portion of the

meeting and solicited feedback, comments, and clarifications from the community. The Steering Committee made notes during the process. Community meetings were open to all faculty, staff, board members, and administration. Following the community review of the standards, chairs were asked to submit revisions to the Steering Committee. A second draft was complied for editing by April 2011.

From April 2011 through May 2011, an editing committee (a sub-committee of the Steering Committee) held three meetings to revise, edit and ensure consistency in each Standard. While meeting, the editing committee called in any related staff or faculty, as needed, to review the standard in question. This was an effective process, allowing the editing committee to synthesize data and create a single voice for the writing. Also in April 2011, standard chairs were prompted to begin collecting and uploading supportive documents to the electronic workroom.

On May 12, 2011 the Self-Study draft was submitted to the Associate Director of the Commission of NEASC/CIHE via email. This was not a mandatory component of the Self-Study process, but fulfilled an important goal that had been set forth by the Steering Committee. The review for feedback and suggested comments, changes, and additions was greatly appreciated as it provided the standard committees with feedback and suggestions from the Commission. Once we received the Commission's comments, the standards were redistributed to either standard chairs or relevant staff for revision. As mentioned earlier in this document, the many personnel changes included not only changes in the Steering Committee, but many changes in the committees and committee chairs. This part of the process allowed new personnel, such as the Dean of Students and the Dean of Academic Affairs, to become active participants in the self-study.

On May 26, 2011, the Chair of the visiting team came to the College to meet with the President, Steering Committee, Senior Staff and Chairs of the Standard Committees, and to begin initial planning for the visit.

In summer 2011 the revisions continued based upon the Commission's changes to Standards that were effective July 1, 2011. On September 9th, members of the Steering Committee reviewed the Checklist of Self-Study Components and made a conference call to the Associate Director of the Commission of NEASC/CIHE to ensure compliance with the process.

On September 12, 2011, the invitation for public comments was posted on the College's website and in a local newspaper. In addition, a meeting was held with the Steering Committee and the College's deans to review final planning. By the end of September, the Self-Study report was mailed to the Commission and each visiting team member, along with access to the electronic documents workroom.

Throughout this process the College has experienced several personnel changes which have resulted in changes in membership to the Steering and Standard committees, including several standard chairs. While there have been many transitions, involvement of the BFIT community has been consistent. Numerous communications transpired to inform the community of the progress of the self-study and to encourage feedback. The majority of the College community shared in this two-year process, resulting in what we believe to be a Self-Study that reflects a thoughtful and honest encapsulation of the College at this time.

Steering Committee and Standard Committee Membership Follows

Original NEASC Steering Committee Members

Kathleen Lynch, Chair, Dean of Partnerships and Institutional Advancement

Jackie Cornog, Assistant Dean of Academic Affairs, Humanities and Social Sciences Chair

Karen Diaz, Director of Career Services

Brittanie Greco, Humanities and Social Sciences Department

Chris Morss, Board of Directors

Paul Zarbo, Dean of Academic Affairs

NEASC Steering Committee Members 2011

Jackie Cornog, Chair, Assistant Dean of Academic Affairs, Humanities and Social Sciences Chair
Sharon Bonk, Director of Library Services
Karen Diaz, Director of Career Services
Brittanie Greco, Humanities and Social Sciences Department
Chris Morss, Board of Directors

NEASC Standards Committee Members:

1. *Mission and Purposes:* Paul Zarbo*, Chair, Dean of Academic Affairs; Daryl Amaral*, BFIT Student, Electrical Program; Peter Bentinck-Smith, Board of Directors; Jim Johanson, Mathematics and Physics Chair; Joe Boston*, Director of Boston Public Schools Partnerships; Karen Diaz, Director of Career Services.
Jackie Cornog, Assistant Dean of Academic Affairs, Humanities and Social Sciences Chair

2. *Planning and Evaluation:* Keith Dropkin, Chair, Chief Financial Officer; Peter Bentinck-Smith; Mozghan Hosseinpour, Electronics Engineering Technology; Jeff McMaster*, Student Accounts Director; David Minker, Director of IT; Jim Johanson.

3. *Organization and Governance:* Maureen Pompeo, Chair, Board of Directors; Marcia Casey*, Board of Directors; Amy Colleran*, Executive Assistant to the President; Joe Golden, Automotive Technology; John Cosimini, Automotive Technology.
George Chryssis, President.

4. *The Academic Program:* Jackie Cornog, Chair, Assistant Dean of Academic Affairs, Humanities and Social Sciences Chair; Andrew Lind*, Mathematics and Physics; David Protano, Automotive Technology; Paul Zarbo*.
Anthony Benoit, Dean of Academic Affairs.

5. *Faculty:* Barney Barnhart*, Chair, Architectural Technology Chair; Jim Giumarra, Standard Chair 2011, Electronics Engineering Technology; Nancy Gordon*, Academic Development; Blair Wong, Opticianry Chair; David Post, Mechanical Engineering.

6. *Students:* David Drucker*, Chair, Dean of Students; Rachel Arno, Standard Chair 2011, Director of Advising; Min Chen, Assistant Director of Admissions; Katie Fleuriel*, Financial Aid Director; Jeff Van Dreason, Humanities and Social Sciences; Chris Morss, Board of Directors.
Brian Bicknell, Dean of Students.

7. *Library and Other Information Resources:* Sharon Bonk, Chair, Director of Library Services; John Cosimini; David Minker; Don Tuff, Automotive Technology.

8. *Physical and Technological Resources:* Stephen Lozen, Chair, Director of Operations; Tracey Arvin, Electrical Technology Chair; Don Broza, HVAC Chair; David Minker; Susan Schweitzer, Board of Directors. Consultant: Keith Dropkin.

9. *Financial Resources:* Stephen Lozen, Chair; Keith Dropkin; Juliana Field, Director of Development; Jim Hughes, Richard LeBlanc, Electronic Engineering Technology Chair.

10. *Public Disclosure:* Michael Bosco, Chair, Dean of Enrollment Management; Joe Boston*; Jessica Cabana, Assistant Director of Admissions; Tanya Rogers, Academic Development Chair; Patrick Hoffman, Electronics Engineering Technology.

11. *Integrity:* Karen Diaz, Chair; Vivian Hatziyannis, Computer Technology; Wendy LaBron*, Learning Specialist; Scott Oullette, Automotive Technology; Janice Protano, Business Office Director; Larson Rogers, Computer Technology Chair.

*Person no longer with the College.
Italics indicate persons who had joined committees at a later date