

Fitchburg State University on-site contacts and phone numbers:

(Organizer of visit): Shirley Wagner cell: 978-407-5407; office 978-665-3167

(driving team): Stan Bucholc office: 978-665-3215

(Contact in charge of visit): Sara Ringquist office 978-665-3655

(tech support): Jacob Workman cell: 978-868-5124

NOTE¹: Each team member has some individual appointments. When not individually scheduled, they can join the team chair in **group meetings**.

NOTE²: **Team Observer Robert Brun, Associate Commissioner for Student Financial Assistance, can join any meeting below.**

NEASC Site Visit Agenda Sunday, March 4, 2012								
Time	<u>Nancy Carriuolo</u>	<u>Cristi Carson</u>	<u>Rhona Free</u>	<u>Siamack Shojaei</u>	<u>Richard Gerber</u>	<u>Robert Dana</u>	<u>Mara Saule</u>	<u>Thomas Robbins</u>
	assignments: Mission & Purposes (P) Organization & Governance (S)	assignments: Planning & Evaluation (P) Students (S) Public Disclosure (S)	assignments: Off Sites Organization & Gov (P) Financial Resources (S) Distance Review (P)	assignments: Academic Program (P) Faculty (S) Integrity (S)	assignments: Faculty (P) Academic Program (S)	assignments: Students (P) Integrity (P)	assignments: Library & Other Info Resources (P) Public Disclosure (P) Physical & Tech Resources (S)	assignments: Physical & Tech Resources (P) Financial Resources (P) Library & Other Info Resources (S)
3:00 – 5:00 pm	Initial Team Meeting Hotel Conf. Room; Four Points by Sheraton, Leominster, MA Light snacks and beverages provided.							
5:10 pm	Team to meet in hotel lobby; Transportation from hotel to University; drop off Student access: Ty Wallace 978-604-5200							
	Social Hour and Dinner- President’s Hall- Mazzaferro Center							
8:00 pm	Transportation from University to Hotel Student driver: Ty Wallace 978-604-5230							
8:30 pm	General Observations Hotel Conference Room							

**NEASC Site Visit Agenda
Monday, March 5, 2012**

Time	<u>Nancy Carriuolo</u>	<u>Cristi Carson</u>	<u>Rhona Free</u>	<u>Siamack Shojai</u>	<u>Richard Gerber</u>	<u>Robert Dana</u>	<u>Mara Saule</u>	<u>Thomas Robbins</u>
6:30 am	Breakfast at Hotel Restaurant (breakfast buffet provided by hotel)							
7:30	Team to meet in hotel lobby; Transportation from hotel to Fitchburg State; drop off Sanders Administration Building (meet Shirley Wagner and Paul Weizer) Student Driver: John Wentworth. 508-2695702							
8:00	Team Work Room, Sanders Administration Building room 103							
8:30 – 9:00	President Antonucci; President's Conference room/ 209 Sanders Administration Building							
9:00 – 9:30	MEETING WITH PRESIDENT'S EXECUTIVE CABINET- Jay Bry, Robin Bowen, Chris Hendry, Mike Shanley, Steve Swartz, Jessica Murdoch, Shirley Wagner, Cathy Canney President's Conference Room/ 209 Sanders Administration Building							
9:30 – 10:00	MEETING WITH VICE PRESIDENTS – Robin Bowen, Chris Hendry, and Jay Bry President's Conference Room – 209 Sanders Administration Building							
10:00 – 11:00	Meeting with Committee that created the Mission Statement, Core Values, Vision and Strategic Plan – Shirley Wagner, Sean Goodlett, Pam McCafferty, Peter Hogan, Ian Murray, Patrice Gray, Paul Weizer and John Chetro-Szivos Presidents' Hall Mazzaferro Center	Meeting with Director of IR – Terry Carroll Small Conference Room 203 Sanders		Meeting with Dean of Graduate and Continuing Education Cathy Canney and Dean of Education Pam Hill Anthony 102B Conference Room	Meeting with Dean of Graduate and Continuing Education Cathy Canney and Dean of Education Pam Hill Anthony 102B Conference Room	Meeting with Dean of Student and Academic Life – Stan Bucholc Sanders 202G Conference Room	Tour of the Library with Director of the Library Robert Foley Bob will meet you and walk you over to the library	Meeting with VP of Finance and Administration – Jay Bry 216 Sanders Administration Building

11:00 – 11:30	Meeting with Trustees and State Department of Higher Ed rep, Robert Brun President's Conference Room – 209 Sanders		Meeting with Trustees and State Department of Higher Ed rep, Robert Brun President's Conference Room – 209 Sanders		Meeting with All College Committee - Ben Railton, Amy Wehe, Laura Garofoli, Gerry Higdon, Paul Weizer, Tom Murray, Joe McAloon, Petri Flint, Stan Bucholc, Robin Bowen, Shirley Wagner, Mary Piskule, David Robinson, and Brianna Payos Presidents' Hall Mazzaferro Center	Meeting with All College Committee - Ben Railton, Amy Wehe, Laura Garofoli, Gerry Higdon, Paul Weizer, Tom Murray, Joe McAloon, Petri Flint, Stan Bucholc, Robin Bowen, Shirley Wagner, Mary Piskule, David Robinson, and Brianna Payos Presidents' Hall Mazzaferro Center	Meeting with Grad Dean Cathy Canney and Librarians – Jenn fielding, Kate Wells, Linda LeBlanc, Jason Simon, Nancy Turnbull and Mark Melchior Italian Cultural Center, Library	Meeting with Director of Facilities Joe Lo Buono and Project Manager – Eric Hansen Dupont 215 Conference Room
11:30 – 12:00								

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12:00 – 1:00	Lunch with Student Leaders Rhona Free and Robert Dana attending Mary Piskule, Riley Sullivan, Katie Grossi, Lauren Johnson, Kyle Madej, Madeline Regan Holmes Dining Commons							
12:00 – 1:00	Lunch With Administrators – Jayne Sambito, Susan Moore, Rob Hynes, Hank Parkinson, Tom Rousseau, Karen Frank Mays, Mary Chapin Durling, Brion Keagle, Kelly Norris, Lisa Moison, Nancy McLaughlin, Carol McKew, Ashley Tetreault, Tara Manzello, Kathy McCoy, Mark LeBlanc, Alcira Zadroga, Fran Menendez-Aponte, Melissa Tasca, Leah Fernandes, Anthony Wilcox, Kelly Sylvia, Mike Marcil, Summer Shook Presidents' Hall/Mazzaferro Center							

12:00 – 1:00	Lunch With Union Leaders – President’s Conference Room Sean Goodlett, Gail Feckley, Nathan Fisher, Sherry Horeanopolos, Jennifer Berg, Michael Turk, John Paul, Peter Hogan, Ron Colbert, Jennifer Fielding							
Time	<u>Nancy Carriuolo</u>	<u>Cristi Carson</u>	<u>Rhona Free</u>	<u>Siamack Shojai</u>	<u>Richard Gerber</u>	<u>Robert Dana</u>	<u>Mara Saule</u>	<u>Thomas Robbins</u>
1:00 – 1:30	Meeting with Alumni Board President Ron Colbert, Alumni Trustee Bev Farias, Tim Bauman, Sally Bauman, William Flynn, Shane Franzen, Eric Gregoire, Tara Manzello, William Cavanaugh, Donna May, Chris Hendy and Mike Kushmerek Presidents’ Hall Anna Mazzaferro Center	Meeting with Director of Assessment Chris Cratsley, Ann Hogan and assessment leaders in the programs Center for Teaching and Learning Amelia Gallucci Library	Meeting with Dean of Graduate and Continuing Education Cathy Canney to discuss Distance Learning Anthony 102B Conference Room	Meeting with Curriculum Committee, Graduate Council and Academic Policies Committee members Alumni A/ B	Meeting with Curriculum Committee, Graduate Council and Academic Policies Committee members Alumni A /B	Meeting with Athletic Director Sue Lauder, Recreation Director Brad Cohrs and Athletics Compliance Officer Michelle Walsh Sanders 202G	Meeting with Chief Information Officer- Steve Swartz Conlon 228B	Meeting with Chief Information Officer - Steve Swartz Conlon 228B
1;30-2:00					Meeting with two or more Resident Assistants – Caitlyn Almeida and Nicole Pacenka Sanders 202G			
2:00 – 3:00		VP of Academic Affairs Robin Bowen, Associate VPAA Shirley Wagner and Department Chairs – Paul Weizer, Meg Hoey, Patrice Gray, Bruce Duncan, Randy	Meeting with Distance Learning Coordinator Michael Leamy Anthony 102B Conference Room	Meeting with Faculty directors of the Center for Teaching and Learning – Laura Garofoli, Peter Staab and Jennifer Berg Center for Teaching and Learning	Meeting with Faculty directors of the Center for Teaching and Learning – Laura Garofoli, Peter Staab and Jennifer Berg Center for Teaching and Learning	Dean of Enrollment Management Pam McCafferty Anthony 106A	Meeting with representatives from user staff services – Rhonda Thompson, Denise Lucier, John Niles, and Mile Bober Conlon 229	Meeting with Finance Administrators Student Accounts Heidi Swift, Cathy Daggett, Doreen Ares, Jeff McMaster, Summer Shook 203 Sanders AA Conference

		Howe, Jeff Godin, Joe McAloon, Frits Lander, Annette Sullivan, Jim Alicata, Petri Flint, Mary Ann Barbato, Randall Grometstein, Linda McKay, Ben Lieberman and Bob Foley regarding Program Reviews		Gallucci Library	Gallucci Library		Meeting with User Support Services – Rhonda Thompson, Joe Turner and Jamie Roger	Room
							Conlon 229	
3:00 – 3:30		Presidents' Hall Anna Mazzaferro Center	Meeting with some Distance Learning Faculty and Students Anthony 102B Conference Room	Meeting with LAS Council – Joe Moser, chair Center for Teaching and Learning Amelia Gallucci Library	Meeting with LAS Council – Joe Moser, chair Center for Teaching and Learning Amelia Gallucci Library	Meeting with all Student Affairs Assistant Deans, Directors and Coordinators – Bill Cummings, Rob Hynes, Tom Rousseau, Hank Parkinson, Julie Maki, Jamie Cochran, Tom Clark, Martha Favre, Erin Kelleher, Brad Cohrs, Kristin Murphy, Donna Foley and Heather Beam		Meeting with Technology Committee – Tom Schoenfeld, Tim Hilliard, Jim Alicata, Laura Garofoli, Ian Williams, Nancy Turnbull, Steve Swartz, Jamie Roger, Joe Turner, and Mike Leamy 203 Sanders AA Conference Room
3:30 – 4:00	Meeting with Department Chairs and Graduate Chairs President's Hall Anna Mazzaferro Center					Alumni A/B		
4:00 – 5:00	OPEN MEETING: FACULTY – Alumni Rooms A/B-Hammond Building							
4:00 – 5:00	OPEN MEETING: STAFF – President's Hall/Mazzaferro Center							
4:00 – 5:00	OPEN MEETING: STUDENTS – Student Leadership Commons, Hammond Building							
5:00 pm	Transportation from University to hotel; Sanders Administration Building Student Driver: John Wentworth. 508-2695702							

**NEASC Site Visit Agenda
Tuesday, March 6, 2012**

Time	<u>Nancy Carriuolo</u>	<u>Cristi Carson</u>	<u>Rhona Free</u>	<u>Siamack Shojai</u>	<u>Richard Gerber</u>	<u>Robert Dana</u>	<u>Mara Saule</u>	<u>Thomas Robbins</u>
6:30 am	Breakfast at Hotel Restaurant (breakfast buffet provided by hotel).							
8:00 am	Team to meet in hotel lobby; Transportation from hotel to University; drop off at Sanders Administration Building Student Driver: John Wentworth. 508-2695702							
8:30 am	Team Work Room, Sanders Administration Building room 103							
9:00 – 10:00		Meeting with CIO Steve Swartz and Director of Library Bob Foley Academic Affairs Conference Room			Meeting with Director of Assessment Chris Cratsley Sanders 202G Conference Room	Meeting with Students involved in Student Life activities – Kyle Madej, Sarah Minton, Nathan Gregoire, David Robinson, Josh Page, Daisy Correira, Joe Flanagan, Josh Whipple, Tom Doyle and Erin Kaye Alumni A/B	Meeting with News and Public Relations – Matt Bruun and Mike Shanley Sanders 216	9:00 – 12:00 Facilities Tour - Student lead tour of resident halls, student gathering spaces, dining facilities, athletics and recreation facilities. Meet Student in Admissions in Anthony Building
10:00 – 10:30				Meeting with Honors Program Director Sara Levine and other Honors faculty Presidents' Hall Anna Mazzaferro Center	Meeting with Honors Program Director Sara Levine and other Honors faculty Presidents' Hall Anna Mazzaferro Center	Meeting with Assistant VP for Human Resources and Payroll Services - Jess Murdoch Sanders 202G Conference Room	Meeting with Assistant VP for Human Resources and Payroll Services - Jess Murdoch Sanders 202G Conference Room	

10:30 – 11:00	Meeting with Police and Security Chief Jim Hamel Presidents' Hall Anna Mazzaferro Center					Meeting with Web Redesign Committee – Steve Swartz, Mike Shanley, Matt Bruun, Pam McCafferty, Cathy Canney, Kelly Norris, Mike Kushmerek, Bill Cummings, Julie Dunlap LePoer President's Conference Room	Meeting with Director of Auxiliary Services (Press) Jamie Roger Sanders 202G Conference Room	
11:00 – 11:30	REDI director Josh Spero and Crocker Center for Student Engagement – John Chetro-Szivos Presidents' Hall Anna Mazzaferro Center		Meeting with Merrimack Education Center faculty and administrators President's Conference Room – 209 Sanders	REDI director Josh Spero and Crocker Center for Student Engagement – John Chetro-Szivos Presidents' Hall Anna Mazzaferro Center		Meeting with Police and Security Chief Jim Hamel Sanders 202G Conference Room	Meeting with Police and Security Chief Jim Hamel Sanders 202G Conference Room	
11:30 -12:00		VPAA Robin Bowen and chairs assisting with Academic Plan – Paul Weizer, Joe McAloon, Patrice Gray, Meg Hoey Presidents' Hall Anna Mazzaferro Center		VPAA Robin Bowen and chairs assisting with Academic Plan – Paul Weizer, Joe McAloon, Patrice Gray, Meg Hoey Presidents' Hall Anna Mazzaferro Center		Meeting with Financial Aid and Admissions Leadership Pam McCafferty and Kay Reyonolds Anthony 102B Conference Room	Meeting with Institutional Research – Terry Carroll 202G Sanders	

12:00 – 1:00	Lunch for team leaders - Presidents' Hall, Mazzaferro Building							
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1:00 – 1:30		Meeting with all Steering Committee members and Co-chairs of the standards for the Self-Study - Pam McCafferty, Jeff Godin, Jenn Berg, Pam Hill,		Vice President for Academic Affairs – Robin Bowen 216 Sanders	Vice President for Academic Affairs – Robin Bowen 216 Sanders	Registrar Linda Dupell Anthony 102B Conference Room		Meeting on the Facilities Master Plan – Jay Bry 216 Sanders
1:30 – 2:00		Elizabeth Gordon and Stan Bucholc, Audrey Perreira and Steve Swartz, Jamie Roger and Laura Baker Presidents' Hall Anna Mazzaferro Center						
2:00 – 2:30		Oversight Committee for Strategic Plan Robin Bowen, Steve Swartz, Terry Carroll, Chris Hendry, Jay Bry, Shirley Wagner Presidents' Hall Anna Mazzaferro Center						Meeting with Budgeting folks – Heidi Swift, Cathy Canney, and Jay Bry Anthony 102B Conference Room
2:30 – 3:00								

3:00 – 3:30								
3:30 – 4:00			MEC students skype conversation 209 Sanders President's Conference Room					
5:00 pm	Transportation from Fitchburg State to hotel; pick up at Sanders Administration Building Student Driver: John Wentworth. 508-2695702							
6:30 pm								

NEASC Site Visit Agenda Wednesday, March 7, 2012								
Time	<u>Nancy Carriuolo</u>	<u>Cristi Carson</u>	<u>Rhona Free</u>	<u>Siamack Shojai</u>	<u>Richard Gerber</u>	<u>Robert Dana</u>	<u>Mara Saule</u>	<u>Thomas Robbins</u>
6:30 am	Breakfast at Hotel Restaurant (breakfast buffet provided by hotel).							
9:30 am	Team to meet in hotel lobby; Transportation from hotel to University; drop off at Sanders Administration Building Student Driver: John Wentworth. 508-2695702							
10:00 – 10:30	President Antonucci President's Conference room/ 209 Sanders Administration Building	Team Work Room, Sanders Room 103						
10:30 – 11:00	Team Work Room, Sanders Room 103							
11:00 – 12:00	Exit Report; Kent Recital Hall-Conlon Fine Arts Building room 150							
12:00	Box lunch to go provided if ordered.							
1:00	Transportation from University to hotel; pick up at Sanders Administration Building - Shuttle will standby between 11:30 and 1 Student Driver: John Wentworth. 508-2695702							

