



**Information Report to the Middle States Commission on Higher Education
from**

**Dr. Raúl J. Castro
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**Prepared by
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**Subject of the Information Report:
Information report “clarifying and outlining the nature and status of recent changes in leadership
positions, and the campus’ ability to preserve continuity through the transition and continued
compliance with MSCHE standards 4, 5, 6 and 11.”**

**Date of the Evaluation Team’s Visit: April 3 - 6, 2005
Chair of the Evaluation Team: Dr. Dolores M. Fernández**

Introduction

In a letter dated October 21, 2009, the Middle States Commission on Higher Education (MSCHE) requested from the University of Puerto Rico at Cayey (UPRC) an information report “clarifying and outlining the nature and status of recent changes in leadership positions, and the campus’ ability to preserve continuity through the transition and continued compliance with MSCHE standards 4, 5, 6 and 11.” In compliance with this request, we are presenting our institutional context in terms of key leadership positions as of October 1, 2009, when Dr. Miguel Muñoz assumed the interim presidency of the University of Puerto Rico, and our initiatives to preserve our activities leading to the achievement of our institutional mission and goals.

Leadership, Governance & Administration (Standards 4 & 5)

As a result of Dr. Ram S. Lamba’s resignation (UPRC Chancellor since February 2006) on September 30, 2009, the Interim President of the UPR appointed Dr. Juan N. Varona (October 1, 2009), Assistant Professor of the UPRC Pedagogy Department and who would go on to be the Executive Director of the President’s Office, as Interim Chancellor in accordance with Section 19.11 of the UPR General Regulations¹. Following Dr. Varona’s appointment at the President’s Office (October 9, 2009), Dr. Raúl Castro, Dean of Academic Affairs² ratified by the Board of Trustees at the time, was appointed Interim Chancellor of the UPRC both by line of succession and in an effort “to preserve continuity through the transition and continued compliance” with the requirements of the MSCHE, while at the same time guaranteeing that the institution would be led towards the achievement of its goals. This in turn led to the appointment of Dr. José Molina Cotto as Interim Dean of Academic Affairs on the basis of his past experience as Associate Dean (1998-1999) and Interim Dean (2005-2007), his role as coordinator of the Enrollment Committee for the past nine years, and his up-to-date knowledge on matters regarding both the deanship and the institution, resulting from his participation as part of the

¹ Section 19.11 of the UPR General Regulations states that in the absence of a Chancellor, that does not exceed 30 days, a member of the Administrative Board that has been ratified by the Board of Trustees will be designated Interim Chancellor; when the absence is to be longer than 30 days, the Board of Trustees will designate an Interim Chancellor upon the Recommendation of the UPR President.

² Dr. Castro also served as Associate Dean of Academic Affairs between July 2005 and June 2009.

Board of Directors of Academic Affairs (since 2007) and the UPRC Administrative Board (2006-2008).

Prior to October 1, 2009, the institution also experienced turnover among key positions including the Deanships of Administrative and Student Affairs, the Office of Planning and Development (OPD), the Finance Office, and the academic departments of Business Administration and Chemistry as a result of resignations due to personal reasons and retirement, as was the case of the (OPD).

In accordance with the value the UPRC places on staffing that emphasizes the selection of “qualified staff and appropriate to the goals, type and size of institution”, the designations to fill these vacancies relied heavily on past experiences in the same or similar positions. As such, Ms. María Santiago assumed the role of Interim Dean of Administration in July 2009, while Dr. José O. Rosado was appointed Interim Dean of Student Affairs in August 2009. The former had previously served as the Director of the Finance Office (2002-2006; 2006-2007) and Interim Dean of Administrative Affairs (2006), while the latter has experience as both Dean of Academic (2005-2006) and Student Affairs (1994). The appointment of Mr. José Colón as Interim Chief Financial Officer relied heavily on his experience as Associate Director of the Finance Office (2002-2009), while Prof. Francisco Rivera was designated Interim Director of Planning and Development both on the basis of his expertise and experience as Dean of Administrative Affairs (2002-2006). Finally, out of eleven academic departments, only two have suffered from turnovers, whereby both Dr. Elba Reyes and Prof. Edfel Rivera, former directors, accepted interim appointments as directors of the Chemistry and Business Administration Department, respectively.

Changes in key contacts and institutional positions can be observed in Table 1. It also offers insight as to how our past and current administrative composition denotes our diversity in terms of gender, ethnicity, and majors, in a manner similar to that of our student body and staff. It is also important to point out that the emphasis that our institution has placed on a formal planning, budgeting, and assessment process by means of identifying institutional priorities and activities through a participative process, as was outlined in the MSCHE Monitoring Report submitted in March 2007, has allowed us to establish a framework for guaranteeing that initiatives and

activities geared at achieving our institutional goals and mission are continued regardless of the normal and expected turnover in key leadership positions.

Educational Offering (Standard 11)

At the UPRC we are committed to offering an educational experience that is characterized by the highest standards of excellence and academic programs that are of “sufficient content, breath and length, and conducted at levels of rigor appropriate to the programs offered”. We are aware that “the effect of student-led strikes leading to the closure of UPR institutions” where a potential hindrance to the length of our courses. As such, on October 22, 2009, the Academic Senate of the UPRC revised its academic calendar for both the current academic semester and the first quarter of the Extended University (UNEX, according to its name in Spanish) in such a manner that the minimum contact hours for all courses could be achieved (see Appendix A).

Conclusion

At the UPRC, our commitment to academic and institutional excellence and effectiveness has led us to make sound decisions geared at preserving the institutions “continuity and compliance” with Standards 4-6 and 11 of the MSCHE through this transitory period. As such, it is our understanding that with the exposition made in this *Information Report*, we are making available to the Commission “accurate, fair, and complete information” on those aspects that were requested to be addressed in the October 21, 2009 letter received on behalf of the MSCHE Vice Presidents.



University of Puerto Rico at Cayey
Table 1. Institutional Key Contacts 2008-2009-2009-2010

Unit	Key Contact 2008-2009				Ethnicity	Official Unit
	NAME	TITLE	Gender			
Chancellor's Office	Dr. Ram S. Lamba	Chancellor	M	4	Chemistry	
	Prof. Gladys Ramos	Special Assistant to the Chancellor	F	3	External Resources	
Dean of Academic Affairs	Dr. Raúl J. Castro	Dean	M	3	Chemistry	
	Dr. María Rodríguez	Associate Dean	F	3	English	
Dean of Administration	Prof. Edelí Rivera	Dean (through 06/30)	M	3	Business	
Dean Student Affairs	Dr. Elena González	Dean (through 07/31)	F	3	English	
Chief Financial Officer	Mt. Osvaldo Lasanta	Director (through 09/15)	M	3	Finance Office	
Accreditation Liaison Officer	Prof. Irmannette Torres-Lugo	Director AIR	F	3	AIR Office	
Library	Prof. Sonia Dávila	Director	F	3	Library	
Assessment & Institutional Research	Prof. Irmannette Torres-Lugo	Director	F	3	AIR Office	
Planning	Prof. Wanda Yordán	Director	F	3	Planning Office	
Business Administration Department	Prof. José Pérez Lavona	Director (through 07/31)	M	3	Business	
Chemistry Department	Dr. Edgar Miranda	Director (through 06/30)	M	3	Chemistry	
English Department	Dr. Walter Rybarkiewicz	Director	M	1	English	
Hispanic Studies Department	Dr. Miguel A. Fornerín	Director	M	3	Hispanic Studies	
Humanities Department	Dra. Yadhilla Bauzá	Director	F	3	Humanities	
Mathematics Department	Dr. Edwin Morera	Director	M	3	Mathematics	
Office Administration Technologies Department	Dr. Elizabeth Miranda	Director	F	3	Office Administration	
Pedagogy Department	Dr. Edwin Flores	Director Interim	M	3	Pedagogy	
Social Sciences Department	Dr. Luis Galanes	Director	M	3	Social Sciences	
Biology Department	Dr. José A. Molina	Director	M	3	Biology	
Information Technology Office	Ms. Rosa M. Ramírez	Director (through 08-16)	F	3	IT Office	

Ethnicity: 1. White, Non-Hispanic; 2. Black, Non-Hispanic; 3. Hispanic; 4. Asiatic; Pacific Islander; 5. Native American



University of Puerto Rico at Cayey
Table 1. Institutional Key Contacts 2008-2009-2009-2010

Unit	NAME	TITLE	Key Contact 2009-2010			Official Unit
			Gender	Ethnicity		
Chancellor's Office	Dr. Juan N. Varona	Interim Chancellor (10/01 -10/08)	M	3	Pedagogy	
	Dr. Raúl J. Castro	Interim Chancellor (as of 10/09)	M	3	Chemistry	
	Prof. Gladys Ramos	Special Assistant to the Chancellor	F	3	External Resources	
Dean of Academic Affairs	Dr. José Molina	Interim Dean	M	3	Biology	
	Dr. María Rodríguez	Associate Dean	F	3	English	
Dean of Administration	Mrs. María Santiago	Interim Dean (as of 07/01)	F	3	Finance Office	
Dean Student Affairs	Dr. José O. Rosado	Interim Dean (as of 08/01)	M	3	English	
Chief Financial Officer	Mr. José Colón	Interim Director (as of 09/16)	M	3	Finance Office	
Accreditation Liaison Officer	Prof. Irmannette Torres-Lugo	Director AIR	F	3	AIR Office	
Library	Prof. Sonia Dávila	Director	F	3	Library	
Assessment & Institutional Research	Prof. Irmannette Torres-Lugo	Director	F	3	AIR Office	
Planning	Prof. Francisco Rivera	Interim Director	M	3	Business	
Business Administration Department	Prof. Edfel Rivera	Interim Director (as of 08/01)	M	3	Business	
Chemistry Department	Dr. Raúl Pérez Sandoz	Interim Director (through 08/16)	M	3	Chemistry	
	Dr. Elba Reyes	Interim Director (as of 08/17)	F	3	Chemistry	
English Department	Dr. Walter Rybakiewicz	Director	M	1	English	
Hispanic Studies Department	Dr. Miguel Fornerín	Director	M	3	Hispanic Studies	
Humanities Department	Dra. Yadhilla Bauzá	Director	F	3	Humanities	
Mathematics Department	Dr. Edwin Morera	Director	M	3	Mathematics	
Office Administration Technologies Department	Dr. Elizabeth Miranda	Director	F	3	Office Administration	
Pedagogy Department	Dr. Edwin Flores	Director	M	3	Pedagogy	
Social Sciences Department	Dr. Luis Galanes	Director	M	3	Social Sciences	
Biology Department	Dr. José A. Molina	Director	M	3	Biology	
Information Technology Office	Mr. Ramón Martínez	Interim Director (as of 08/16)	M	3	IT Office	

Ethnicity: 1. White, Non-Hispanic; 2. Black, Non-HI

APPENDIX A

Segunda Enmienda Calendario Académico
Primer Semestre Año Académico 2009-2010
Aprobado por el Senado Académico el 22 de octubre de 2009

19 de octubre (lunes)	Fecha límite para que los profesores le entreguen a los Directores de Departamento las segundas (2 ^{das}) listas de asistencia (a solicitud de la Oficina Fiscal de Asistencia Económica).
23 de octubre (viernes)	Fecha en que los profesores deben haber completado el 33 % de la evaluación (Cert. #48 del 2000-01).
30 de octubre (viernes)	Fecha límite para solicitar traslados, Re-admisiones y transferencias tardíamente para enero 2010. Fecha límite para solicitar Permiso Especial para enero 2010.
3 de noviembre (martes)	8:00- 12:00 PM Receso Académico: Actividades de Desarrollo de la Facultad #3. 12:00 PM EN ADELANTE Se repondrán las clases y laboratorios de la tarde del jueves 3 de septiembre.
11 de noviembre (miércoles)	Feriado: Día del Veterano.
19 de noviembre (jueves)	Feriado: Descubrimiento de Puerto Rico
20 de noviembre (viernes)	Fecha límite para que los profesores le entreguen a los Directores de Departamento las terceras (3 ^{ras}) listas de asistencia con las notas informadas a los estudiantes (a solicitud de la Oficina Fiscal de Asistencia Económica).
21 de noviembre (sábado)	Último día de clases del Programa Sabatino.

Nota: Las clases correspondientes al martes 13 y miércoles 14 de octubre, serán atendidas por los profesores de forma flexible en acuerdo con los estudiantes de manera que se cumpla con las horas contacto requeridas.

23 de noviembre al 4 de diciembre (lunes a viernes)	Consejería-matrícula para el segundo semestre 2009-2010 (enero 2010).
24 de noviembre (martes)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los martes.
26 de noviembre (jueves)	Feriado: Día de Acción de Gracias
27 y 28 de noviembre (viernes y sábado)	Receso Académico: Acción de Gracias
30 de noviembre (lunes)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los lunes.
1 de diciembre (martes)	Último día de clases y laboratorios de los martes.
3 de diciembre (jueves)	Fecha límite para radicar bajas parciales (Cert. #48, 2000-2001 Senado Académico).
4 de diciembre (viernes)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los viernes. Finaliza período de consejería matrícula enero 2010.
5 de diciembre (sábado)	Exámenes Finales Programa Sabatino.
7 de diciembre (lunes)	Último día de clases y laboratorios de los lunes.
8 de diciembre (martes)	Martes día de jueves: se reunirán las clases y laboratorios de los jueves.
9 de diciembre (miércoles)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los miércoles. 12:00 PM EN ADELANTE Se repondrán las clases y laboratorios de la tarde del miércoles 2 de septiembre.

Nota: Las clases correspondientes al martes 13 y miércoles 14 de octubre, serán atendidas por los profesores de forma flexible en acuerdo con los estudiantes de manera que se cumpla con las horas contacto requeridas.

10 de diciembre (jueves)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los jueves. Se repondrán las clases y laboratorios del jueves 10 de septiembre.
11 de diciembre (viernes)	Último día de clases y laboratorios de los viernes.
14 de diciembre (lunes)	Lunes día de martes 12:00 PM EN ADELANTE Se repondrán las clases y laboratorios de la tarde del martes 6 de octubre en la tarde.
15 de diciembre (martes)	Martes día de jueves Último día de clases y laboratorios de los jueves.
16 de diciembre (miércoles)	Último día de clases y laboratorios de los miércoles. Último día de clases del programa diurno. Último día para radicar Baja Total.
17 de diciembre (jueves)	Receso pre exámenes finales.
18 al 28 de diciembre (viernes a lunes)	Período de Exámenes Finales.
25 de diciembre (viernes)	Feriado: Día de Navidad
29 de diciembre (martes)	Último día para que los profesores entreguen a Registro los informes de calificaciones del semestre, remuevan incompletos del semestre anterior y entreguen el registro de asistencia y calificaciones o copia del mismo a los Directores de Departamento.

Nota: Las clases correspondientes al martes 13 y miércoles 14 de octubre, serán atendidas por los profesores de forma flexible en acuerdo con los estudiantes de manera que se cumpla con las horas contacto requeridas.

Segunda Enmienda
Calendario Académico Universidad Extendida
Aprobado por el Senado Académico el 22 de octubre de 2009

Primer Cuatrimestre 2009-2010
agosto – noviembre 2009 (A9A)

FECHA	EVENTO
10 de octubre (sábado)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los sábados.
12 de octubre (lunes)	Feriado: Descubrimiento de América
27 al 29 de octubre (martes a jueves)	Período de Consejería-Matrícula para el segundo cuatrimestre 2009-2010 (A9B)
31 de octubre (sábado)	Último día de clases de los cursos que se reúnen los sábados
2 de noviembre (lunes)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los lunes y miércoles (Cert. #48, 2000-2001 Senado Académico).
3 de noviembre (martes)	Fecha límite para los profesores ofrecer exámenes parciales de las clases que se reúnen los martes y jueves (Cert. #48, 2000-2001 Senado Académico).
7 de noviembre (sábado)	Exámenes finales de clases que se reúnen los sábados.
10 de noviembre (martes)	Fecha límite para Bajas Parciales
18 de noviembre (miércoles)	Último día de clases de los cursos que se reúnen los lunes y miércoles.
19 de noviembre (jueves)	Último día de clases de los cursos que se reúnen los martes y jueves. Último día de bajas totales. Último día de clases UNEX.

23 de noviembre (lunes)	Período de Exámenes Finales de los cursos que se reúnen lunes y miércoles.
24 de noviembre (martes)	Período de Exámenes Finales de los cursos que se reúnen martes y jueves.
25 de noviembre (miércoles)	Último día para que los profesores entreguen a registro los informes de calificaciones del ciclo, remuevan los incompletos del ciclo anterior y entreguen el registro de asistencia y calificaciones o copia del mismo al director de UNEX.

* Nota: Los días feriados martes 11 y miércoles 19 de noviembre de 2009 los cursos se reunirán en su horario regular de clases.