

**Stephen F. Austin State University**  
**January 14, 2009**  
**Reaffirmation Steering Committee**  
**Minutes: Meeting #8**

**Members Attending:**

Dr. Ric Berry	Dr. Mary Nelle Brunson	Ms. Karyn Hall
Dr. Susan Jennings	Dr. Larry King	Ms. Roni Lias
Dr. Violet Rogers	Dr. James Standley	

**Call to Order:** Meeting #8 of the Reaffirmation Steering Committee was called to order at 2:03 p.m. by Dr. Standley.

**Approval of Meeting #7 Minutes:** The minutes from Meeting #7 were reviewed and approved with one spelling revision.

**Old Business: Assignments from Meeting #7**

**Course Syllabi** - Dr. Brunson distributed a course syllabus template to committee members. She stated that Dr. Markworth presented a Teaching Excellence Center workshop in December on syllabus writing and had given this template to the participants. It is planned that faculty will begin using this template Summer I. Other areas in the template need to be broken out, such as ADA and attendance. Because additional improvements are required to this component, the topic will remain on the agenda.

Dr. Rogers led a discussion concerning the need to clarify the various acronyms used in the SACS process, such as PLO (Program Learning Outcomes), EEO (Exemplary Educational Outcomes), SLO (Student Learning Outcomes), etc.

**New Business: Reports**

**Institutional Effectiveness** - Dr. Brunson distributed an Institutional Effectiveness audit form and stated that she had received permission from the author for its use at SFA. She thinks it would be a useful guide line when reviewing programs and a good tool for the compliance piece, even though it has an abbreviated format and would need to have additional programs added. Discussion followed about possibly giving it to the Deans and other campus areas, perhaps adding a column for curriculum, but overall the Steering Committee approved its use. Ms. Hall cautioned it was only a helpful tool or worksheet to ensure that all information is included, but that the information still must be entered into TracDat.

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Assessment - Dr. King reported that program assessment revisions had been sent to the Provost and that these were second drafts or final versions. Dr. Standley inquired if the calendar used for assessment corresponded with the SACS timeline. Dr. King said there was not an assessment calendar and agreed to develop one. A discussion followed about whether or not all participants are aware of the different deadlines. Data exists that has not been entered into TracDat. Time is required for a feedback loop such that some dates may need to be backed up. Most dates on the broad calendar are on track but clarification is needed on the 2010 outcome due dates. Dr. King stated that we are improving in the area of assessment practices.

Compliance Audit/Committee Meetings - Dr. Rogers will furnish SACS workshop information to the committees so they can begin their work. Along with Dr. Standley and Ms. Lias, she will begin meeting with all of the committees to get their work underway once classes have resumed January 21st. Rough drafts will be due by Halloween and final reports by December 31st. If the reports are not acceptable, more revision will be expected in the spring. Dr. Standley expressed concern that once the real committee work begins some departments may have multiple requests from different committee chairs for information, but Dr. Berry stated everyone will just have to produce what is asked. Because the workloads of many faculty and staff will certainly increase due to SACS, it was suggested that a campus reminder be sent from the Provost's office, or possibly Dr. Pattillo, that the reaffirmation process is beginning in earnest. To insure that set deadlines are met, cooperation will be necessary from all involved. The chairs of each committee will determine due dates for reports in the spring with work on revisions in the summer.

Dr. Rogers noted there is a problem with "institutional memory" in that not all of the committee members have participated in the SACS process before and, therefore, will not know what was done during prior reaffirmations, how the process has changed, or what was done to improve it. As a result, it is important that everyone understand the importance of their assignment and the necessity for detail with supporting documentation for compliance assertions.

Dr. Jennings asked if examples of reports were available, and Dr. Rogers indicated they were. Ms. Hall commented that reports submitted in Word format should fit into Compliance Assist, and Dr. Rogers and Ms. Lias will do the cut and paste work required for that part of the process.

**Other Information Items:** Ms. Hall provided everyone with the new "FastFacts for Lumberjacks" pamphlet in a pocket-sized tab format. She stated that it might be useful to have something similar to help prepare campus employees when the SACS on-site team visit is imminent.

Dr. Standley asked if it was still on the agenda for the SACS Reaffirmation Team to be presented to the Board of Regents, and Dr. Berry stated this is scheduled for Tuesday, January 27th. At this time, it is expected to involve the Steering Committee members as well as the Core Team members. The total group will include approximately thirty SFA Faculty & Staff employees. The size of the group would help emphasize the magnitude and importance of the task being undertaken to those attending the Board meeting, and offer Board members the opportunity to see new faces. Dr. Berry commented that this presentation would also demonstrate to the Board that faculty members have other responsibilities beyond their regular teaching duties, advising, and research endeavors that include service on various campus committees. Dr. Berry requested that an updated committee list be emailed to him.

SUMMARY OF ASSIGNMENTS	DUE DATE
Hall/King - Prepare Assessment Calendar	02/25/09

*The next meeting will be held Wednesday, February 25, 2:00-3:00 pm, in the Boardroom.*

The meeting was adjourned at 2:55 p.m.

**Recorder:** Ms. Cathy Michaels