

Stephen F. Austin State University
October 15, 2008
Reaffirmation Steering Committee
Minutes: Meeting #5

Members Attending:

Dr. Ric Berry	Dr. Mary Nelle Brunson	Mr. Danny Gallant
Ms. Karyn Hall	Ms. Roni Lias	Dr. Violet Rogers
Dr. James Standley	Mr. Steve Westbrook	

Call to Order: Meeting #5 of the Reaffirmation Steering Committee was called to order at 2:10 p.m. by Dr. James Standley. Dr. Standley introduced Ms. Cathy Michaels to the Committee and mentioned her background and qualifications for the position vacated by Ms. Dixie Groll.

Approval of Meeting #4 Minutes: The minutes from Meeting #4 were reviewed and approved without revision.

Old Business: Assignments from Meeting #4

Finalize Reaffirmation Committee Memberships - It was agreed that the revisions made by Dr. Standley and Dr. Rogers to the Financial and Physical Resources subcommittees were acceptable and now follow the same format as the other subcommittees. Spelling errors had also been corrected in the Reaffirmation Committee Membership draft.

Dr. Rogers discussed how the reaffirmation compliance committees were determined during the last reaffirmation process.

New Business: Reports

Meetings with University Divisions/Colleges - Dr. Standley stated that in his meetings across campus, everyone seemed at peace and accepting of the processes underway, with the most discussion centering on the development of a Quality Enhancement Plan (QEP). Regarding faculty credentials, he has been working with Sharon Brewer to revise University Policy A-60 and stated that most files are compliant with the policy.

There was a lengthy discussion about notifying committee members regarding their request for service and the possibility of involving Dr. Pattillo and the Board of Regents in an announcement. It was the consensus of the committee that there should be a kickoff event for the reaffirmation process.

Institutional Effectiveness - Dr. Brunson reported having spoken to the Deans about common elements that should be included in all syllabi. Dr. Brunson also indicated that course outcomes are needed in all courses as well as core courses; syllabi should include Student Learning Outcomes (SLO). Dr. Stanley stated that to his knowledge no other universities have a policy regarding syllabi; most do have

guidelines. Dr. Brunson stated that the Teaching Excellence Center will be conducting a seminar on course syllabi in December and she thought that the Steering Committee would want to determine specific elements to be included in every course syllabus and presented to faculty during the workshop.

Assessment - Reporting for Dr. King, Dr. Brunson noted that the first round of meetings for learning outcomes has been completed, with some into the second round, and others having received the Dean's stamp of approval. Dr. King has received compliments for his work on assessment.

Ms. Hall commented on TracDat and suggested that a user guide be made on how to utilize the system and log in results.

IAO Web Development - Ms. Lias has been working with Dr. King on an Assessment Resource page with links to PDF files and other related websites for those working on assessment. It is ready to go online and Dr. King has approved it. Ms. Lias further noted that she has been converting the Policy & Procedures Manual from HTML to PDF. She asked to be notified if there are other reference materials or supporting documents that need to be included on the website.

SUMMARY OF ASSIGNMENTS	DUE DATE
Berry / Determine date for committee kickoff	10-17-08
Berry/Brunson/Rogers/Standley - Determine syllabi requirements for Teaching Excellence Center seminar in December	November Meeting

The next meeting will be held Wednesday, November 19, 2:00-3:00 pm, in the Boardroom.

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

Recorder: Ms. Cathy Michaels