Stephen F. Austin State University
October 21, 2009
Reaffirmation Steering Committee
Minutes: Meeting #13

Members Attending:
Dr. Ric Berry  Ms. Heather Catton  Mr. Danny Gallant
Ms. Karyn Hall  Dr. Susan Jennings  Dr. Larry King
Ms. Roni Lias  Dr. Tara Newman  Dr. James Standley
Mr. Steve Westbrook

Call to Order: Meeting #13 of the Reaffirmation Steering Committee was called to order at 2:05 p.m. by Dr. Standley. No additional items were offered for placement on the agenda.

Approval of Meeting #12 Minutes: The minutes from Meeting #12 were reviewed and approved without revision.

Old Business: Assignments from Meeting #12
Assessment/Retention Guidelines - A handout entitled "Retention of Documents for SACS Reaffirmation" was given to committee members. This information should answer any questions faculty might have about what documents should be retained, and it strongly recommends the need to include examples of student work. It will be added to both our Assessment and SACS websites. After a discussion about "must statements" and what might put the university in violation of policy guidelines, it was determined that Dr. King will make the necessary revisions, and a clarification statement will be issued from the Provost’s office.

New Business:
QEP Update - Dr. Standley stated that everyone should have received both a postcard and an email soliciting QEP suggestions. There have already been 31 idea submissions to the QEP website, with a few from the local community. The suggestions submitted involved creativity, ethics, campus outreach, internship, and process learning. Plans are also being finalized for a QEP presentation at Dr. Pattillo’s faculty/staff picnic on November 3rd.

Mr. Westbrook requested that his office be included in the QEP topic selection process, like Ms. Dora Fuselier has been added for Mr. Gallant’s finance area. After Dr. Standley stated that both John Branch and Jeff Huskey were already on the QEP Topic Screening Team, Mr. Westbrook agreed that his area will be adequately represented.
Faculty Credentials - Ms. Lias stated that activity in this area is still ongoing. Three Colleges have yet to submit anything for their adjunct faculty. When he asked which ones, Dr. Berry was told Business, Sciences & Mathematics, and Liberal & Applied Arts. It is possible that scanners are still being purchased, thus causing the delay, but Ms. Lias will be making phone calls and following up on the lack of progress in these areas.

Ms. Lias also raised the question about what kind of credentialing is required for those staff members teaching SFA-101. This is a 4 credit hour class under the College of Liberal & Applied Arts, but because it is a study skills course, it is not funded despite being credit bearing. It is graded now and no longer just a pass/fail class. Dr. Standley has a contact at UTA who can share how they handled this type of situation. Dr. Berry will also ask about this at his meeting with Chief Academic Officers next Wednesday. We will continue to investigate the justification needed for SFA-101 instructors.

Compliance Report/Consultant Visit- Dr. Standley has invited Dr. Pam Haws from UTA as a consultant to gauge our progress on our assessment and compliance materials for SACS. She is Karyn Hall’s counterpart at UTA, where some of our SFA committee members visited in the past, and is scheduled for a 1-1/2 day visit the week of March 22, 2010. Dr. Haws will begin her examination with Compliance Assist and then look at the work being produced in the different areas on campus.

Mr. Gallant stated that Gina Oglesbee will be conducting the financial audit, and whether it’s good or bad, she’ll find it all. He added that the State auditors generally rely on the internal auditor’s report to a significant degree.

About 20 compliance pieces have been received and most of those have been reviewed by Dr. Standley, Ms. Catton, and Ms. Lias. Some still need detective work, a few only require minor editing, and others have broken links. It appears that we have some good reporting ready for Dr. Haws’ upcoming consultant visit.
New Business: Reports

Compliance Report Narratives - This topic has been covered in the previous section. At this time there are plenty of narratives to be edited, but some are still missing and we will be making contact with those areas.

Institutional Effectiveness - Dr. Brunson was not present for this report.

Assessment - Ms. Hall and Dr. Berry are still working on the reports that were due last week for the Provost's and the President's offices, and when completed, these results will need to be entered into Compliance Assist as individual items. Dr. King is waiting for new software from Nuventive that has specific features to allow reports to be run and then stored in a single zip file. He has not yet audited the Administrative Units already entered into the system.

Other Information Items:

Dr. Jennings stated that faculty in the College of Business wanted her to discuss today the placement of the "Intellectual Contributions" and "Refereed Publications" sections of the Faculty Activity Report template they had received from Ms. Hall. These sections are currently at the end of the report and should not be considered miscellaneous information. Ms. Hall stated that it could take 6 - 8 weeks to make a report change like this. Because data collected has already been entered into Compliance Assist, this would not be a good time to make this kind of modification, though it could be considered in the future.

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<tr>
<th>SUMMARY OF ASSIGNMENTS</th>
<th>DUE DATE</th>
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<tr>
<td>King - Revision of Assessment/Retention Guidelines for Faculty</td>
<td>Next Meeting</td>
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<tr>
<td>Berry - Statement from Provost re: Assessment/Retention Guidelines</td>
<td>Next Meeting</td>
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<tr>
<td>Berry/Standley - Determine Justification for SFA-101 Instructors</td>
<td>Next Meeting</td>
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The next meeting will be held Wednesday, Nov. 18th, 2:00-3:00 pm, in the Boardroom.

The meeting was adjourned at 2:53 p.m.

Recorder: Ms. Cathy Michaels