Call to Order: Meeting #14 of the Reaffirmation Steering Committee was called to order at 2:02 p.m. by Dr. Standley. No additional items were offered for placement on the agenda.

Approval of Meeting #13 Minutes: The minutes from Meeting #13 were reviewed and approved without revision.

Old Business: Assignments from Meeting #13

Assessment/Retention Guidelines with Provost's Statement - Dr. King completed the necessary revisions to this policy and forwarded it to Dr. Berry, who has emailed it to all Deans for further distribution as appropriate.

Determine Justification for SFA-101 Instructors - Dr. Standley has been in contact with Abilene Christian University with regard to the academic credentials they require for their SFA-101 type course. He has also learned from Dr. Tim Clipson that all of our SFA-101 instructors have a master's degree, which will make the written justification much easier. We might consider rewording the course objective in a generic manner to reflect the master's degree requirement. Dr. Clipson will consider this and contact Dr. King if necessary. Dr. Standley will include in the Faculty Credentials narrative a description of how SFA-101 is taught by representative faculty and present this up front with a justification. Dr. Standley will contact Abilene Christian again to see if our solution will work.

New Business:

QEP Update - Dr. Standley stated that the QEP Topic Selection Committee will be meeting this Friday, hopefully deciding on a short list of 3 - 5 possible QEP topics. Another such meeting will be scheduled if necessary. Copies of the QEP Topics Manual were shown to Steering Committee members. Should Friday's QEP meeting result in the desired short list, Dr. Standley will have each of those topic authors prepare a 500-word detailed proposal before Christmas. The Provost will then determine which of the topic ideas is most feasible and likely to be a good fit for SFA. Dr. Newman continues to emphasize that even though we are going through the QEP process because of SACS, it should be approached as a way to improve SFA.
Faculty Credentials - Ms. Lias stated that we are still pushing along in this area. She has been in contact with Sharon Brewer about where we stand on scanning the tenure and tenure-track credentials, and the other colleges with regard to scanning adjunct faculty documents. The College of Science & Math is getting their new scanner set up this week, so they have not yet scanned any records; the other colleges have been making good progress. This is a slow process involving lots of information, but it is beginning to come together.

There was a discussion about how to have new faculty information entered into Digital Measures much sooner than in the past, especially when Fall 2010 begins. It is always over a year before the first FAR is completed and can be entered into the system. We may now need the Vitae and transcripts to be in Digital Measures within the first couple of months after new faculty members arrive. However, there are various timetables which impact when other information becomes available for entry or when Banner can process it. In some cases, it may be possible to make requests early and rate them an entry priority, but in others have the information input manually and then updated later. We must make it understood that the need for this information with quicker entry into Digital Measures in a timelier manner is critical. Dr. Standley stated that he will notify the deans about this change and review due dates with them.

2009 SACS Conference - Dr. Standley reminded committee members that the SACS Annual Meeting in Atlanta is next month, and everyone has already booked flights and secured accommodations. Both Dr. Newman and Dr. Peck will be making presentations. A debriefing meeting of all who attended will be scheduled later in December.

New Business: Reports

Compliance Report Narratives - At this time there are not as many narratives being submitted, but the next round will begin in December. This portion of the SACS process is on track. Some of the reports have had missing information, but the response has been good when they were returned for revisions. Ms. Catton ensures that the principles are addressed correctly in the reports, and Ms. Lias verifies that the referenced links are correct and in working order. After all narratives have been received and edited, Ms. Catton will combine them into a single edited report.
Institutional Effectiveness - Dr. Brunson stated the reports for both Administration and Education Support have been submitted, and the information will be entered into TracDat. PLO’s are due at the end of the semester, and a few have already been received. Dr. King has produced several reports and there are still places where further work is needed. In some cases, goals show to have been met, but there is no action plan, so follow up will be necessary on these. Cross checking is currently underway to determine what pieces are lacking, and the Marila Palmer Rubric has been utilized. We will continue to address the quality element.

Assessment - Dr. King stated there is still an ongoing issue with how to get the TracDat materials together on a CD and into Compliance Assist. The Nuventive update to zip all of that is to be released on December 10 and is expected to function well.

Other Information Items: Dr. King recently attended a conference in Chicago and talked with someone from George Mason University, where they have already been through the SACS process. Dr. King also mentioned that he had learned of a Texas college whose QEP on science for non-science majors had been rejected.

<table>
<thead>
<tr>
<th>SUMMARY OF ASSIGNMENTS</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td><strong>Standley</strong> - Follow-Up, SFA-101 Instructor Credentials/Justification w/ACC</td>
<td>12-17-09</td>
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<tr>
<td><strong>Standley</strong> - Follow-Up with Dr. Clipson re: SFA-101 Course Objective Revision</td>
<td>12-17-09</td>
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<tr>
<td><strong>Standley</strong> - SFA-101 Narrative for Faculty Credentials</td>
<td>12-17-09</td>
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<tr>
<td><strong>Standley</strong> - Notify Deans re: Need New Faculty Info Sooner-Digital Measures</td>
<td>12-17-09</td>
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<tr>
<td><strong>Atlanta Attendees</strong> - Debriefing from SACS Workshop in Atlanta</td>
<td>12-17-09</td>
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The next meeting will be Thursday, Dec. 17th, 2:30-3:30 pm, in the Boardroom.

The meeting was adjourned at 2:44 p.m.

Recorder: Ms. Cathy Michaels