

Stephen F. Austin State University
December 17, 2009
Reaffirmation Steering Committee
Minutes: Meeting #15

Members Attending:

Dr. Ric Berry	Dr. Mary Nelle Brunson	Ms. Heather Catton
Mr. Danny Gallant	Dr. Larry King	Ms. Roni Lias
Dr. Tara Newman	Dr. James Standley	Mr. Steve Westbrook
Guests: Dr. Tony Duben and Dr. Adam Peck		

Call to Order: Meeting #15 of the Reaffirmation Steering Committee was called to order at 2:35 p.m. by Dr. Standley.

Additional Agenda Items:

New Steering Committee Members - In a special announcement by Dr. Standley, Ms. Heather Catton and Dr. Tara Newman have been upgraded from observers to members of the Steering Committee.

SACS Consultant - Dr. Standley discussed a proposed visit by Dr. Pam Haws from UT Arlington. Dr. Haws is very knowledgeable in the area of SACS compliance requirements, and she is available for a visit to SFA during the week of March 22, 2010. By that time we will have sufficient documentation in Assessment and Institutional Effectiveness, a good Table of Contents for the QEP Topic, and the table of Faculty Credentials for her to critique. Ms. Lias will arrange access to Compliance Assist for Dr. Haws. It is planned that Dr. Haws will arrive Monday, March 22, and she will remain on campus all day Tuesday, March 23 and possibly until Wednesday, March 24 as our needs dictate and her schedule allows. She will also meet with the Steering Committee on that Tuesday afternoon.

QEP Topic - Ms. Lias has received 110 email responses ranking the proposed QEP topics (creativity and innovation, high impact learning, critical skills, and ethics). After the holidays, Dr. Standley will send a final email request for topic rankings, accept replies for one week, and then forward the ranking information to the Provost's office for a decision.

Old Business: Assignments from Meeting #14

Student Work Examples/Retention and Access for SACS - In the past Dr. King has asked faculty to keep examples of work for assessment purposes, recommending but not requiring that they be stored in TracDat. At a conference in Chicago recently, Dr. King spoke to other attendees there and learned of a college that was not able to produce examples of student work when requested by

the onsite SACS team. He is now asking if our faculty should be required to store this information in TracDat so its availability is not in question, or will it be enough to just ask that it be stored in the various departments on campus, with the individual department chairs made responsible for compliance. Examples of student work could include theses, embedded course assignments and essays, or video of student presentations. It was noted that keeping hard copies of original student work could create storage problems in some areas. Some department chairs have already been asked to keep original examples of good, mediocre and poor student work. Other departments require that representative samples of work be stored in TracDat, and faculty not being able to produce examples upon request is not a concern; even large portfolio work is required to be submitted in electronic format suitable for TracDat. Whatever method we choose to use needs to offer maximum flexibility and allow for examples of student work to be produced reliably for onsite visitors, even when faculty members are no longer working at the university. Dr. Standley will add this item to the agenda of the next Deans' Council meeting for a final decision.

New Business:

2009 SACS Conference - Attendees offered comments about the workshop sessions and generally felt they had been informative.

Dr. Newman and Dr. Peck were both presenters at the SACS annual meeting. The roundtable discussion for Dr. Newman's topic on faculty buy-in for assessment activities was well attended, with some participants standing. Dr. Peck presented both a workshop on critical thinking and a concurrent session on student affairs assessment, stating that both had gone well. He has had numerous contacts since for more information, but would rather not have two topics next year.

Following a discussion of principle 4.5 (student complaints), it was agreed that Dr. Peck will write a process to resolve various student complaints (civil rights, academic, and other). We must be able to demonstrate examples of complaints that were resolved using the guidelines we say we have in place.

Dr. Standley stated that with only 10 months to bring all of our documentation together for SACS, it is very important that all faculty and staff be available to respond to requests for information quickly. He proposed that Dr. Berry send a memo to this effect, emphasizing the importance of the work yet to be completed for the SACS review. Thus far, various committee reports are being submitted on time and the QEP process is going very well, but at this point we cannot have delays due to faculty and staff being inaccessible and unable to provide necessary data or assistance.

Dr. Berry attended a session by Dr. Lord and learned that many 5th Year Reports have been completed incorrectly and returned. Change should not be made midstream unless assessment data indicates it is needed.

Core Requirements 2.5 - Dr. Standley stated that the report for principle 2.5 had originally been assigned to Dr. Rogers. He will meet with Dr. Berry and Dr. Brunson to make a decision on who will be chosen to complete this report.

Approval of Meeting #14 Minutes: The minutes from Meeting #14 were reviewed and approved without revision.

SUMMARY OF ASSIGNMENTS	DUE DATE
Standley - Add Student Work Examples for SACS to Deans' Council Agenda	ASAP
Peck - Write a procedure to handle SFA complaints from students/parents	ASAP
Berry - Send memo to faculty/staff re: need for availability & contact info	ASAP
Berry/Brunson/Standley - Assign report on principle 2.5	ASAP

The next meeting will be Tuesday, Feb. 9th, 2:30-3:30 pm, in the Boardroom.

The meeting was adjourned at 3:37 p.m.

Recorder: Ms. Cathy Michaels