Stephen F. Austin State University  
February 11, 2010  
Reaffirmation Steering Committee  
Minutes: Meeting #16

Members Attending:
- Dr. Ric Berry
- Ms. Heather Catton
- Ms. Karyn Hall
- Dr. Susan Jennings
- Dr. Larry King
- Ms. Roni Lias
- Dr. Tara Newman
- Dr. Adam Peck (for Mr. Steve Westbrook)
- Dr. James Standley

Call to Order: Meeting #16 of the Reaffirmation Steering Committee was called to order at 2:05 p.m. by Dr. Standley. There were no topics for discussion added to the meeting agenda.

Approval of Meeting #15 Minutes: The minutes from Meeting #15 were reviewed and approved without revision.

Old Business: Assignments from Meeting #15

Student Work Examples - Dr. Standley did present this topic at the last Deans Council meeting. Dr. King has received numerous calls that 3 examples are too many; he has asked them to keep 1 example, even though 3 are preferred, demonstrating each level of performance. Some colleges are uploading the examples to ensure they can be produced when requested by onsite visitors. It is likely that this topic will continue to be discussed for some time to come.

Written Complaint Procedure - Dr. Peck has completed this task, and one complaint has already been processed using the recently written procedure. He has also entered the last 2 years of emailed complaints into a completion log, which will show we have had a system in place to resolve complaints. When complaints of an academic nature are received, they are referred to the Academic Affairs office with follow up later, asking if the issue has been resolved, yes or no. It is not necessary for SACS to know how the issue was resolved, just that it was. The complaint procedure has already been posted on the Student Affairs website, and the February 4 issue of The Pine Log had an article to publicize that students are welcome to communicate any questions or concerns, with options on how to submit them in person or online.

Memo to Faculty/Staff & Availability for SACS Info - Dr. Berry has not written a memo, but Dr. Standley stated that responses to recent requests have improved.

Core Requirements 2.5 - Dr. Standley stated that this task has been assigned but not yet completed.
New Business:

Core Requirements 2.12 - Dr. Standley distributed copies of the old principle 2.12 and the January 1, 2010 revision of 2.12, noting that if you received a recommendation on the QEP under the old version, the entire accreditation was in jeopardy. As it is now, the principle is split into two sections, and if a university has proposed a QEP, it is in compliance. A focus report can be issued under the CS 3.3.2 section, which takes some of the pressure off the QEP process.

Consultant Visit - Dr. Pam Haws will arrive in Nacogdoches the evening of Monday, March 22 and conduct an onsite review on Tuesday, March 23. Dr. Standley will sketch out a schedule for the day, noting that she will be reviewing, on a random basis, a 10% sample of material in the compliance report, institutional effectiveness, and faculty credentials, in addition to assessing our progress on the QEP.

Dr. King will have the report written for 3.3.1.1 by that time and will be able to provide copies of assessment reports, both good and poor. The software update is here and core reports have been run for two prior years, although some editing is still required. Ms. Hall stated she also had 3.3.1.1 on her assignment list; she will get with Dr. King. Ms. Lias will arrange for Dr. Haws to have access to Compliance Assist, allowing review of uploaded material prior to the onsite visit. Numerous narratives are complete and in binders for Dr. Haws’ review. Ms. Lias already has a good deal of information in the faculty roster, and more will be added before Dr. Haws’ visit. Dr. Peck noted that the website for Academic Affairs shows the credentials for staff members. He has also updated the organizational chart for SFA and has set reminders to update it periodically. Dr. Jennings did not have the Measure of Academic Progress (MAP) numbers when her committee submitted 3.5.1, and she asked if the report is adequate as is or if anything needs to be added to it. Ms. Catton will edit 3.5.1 and then send it to Dr. Jennings, who will meet with both Dr. Utley and Dr. Haws about this section during the onsite visit. Even though much remains to be done before Dr. Haws’ visit, she will still be able to see the process we are using, as well as our unedited reports to help her determine if we are on the right track.

Digital Measures/Vita Report Question - Dr. Jennings has been asked to inquire about whether or not vita reports could have the dates covered printed on them. During discussion it was noted that this might be possible in the future, but there are statutory regulations to consider and other priorities at this time. There is no simple answer to this question now; it will have to be discussed again later.
Steering Committee Minutes  
February 11, 2010  
Meeting #16 - Page 3

New Business: Reports

**QEP** - We have completed the suggestion phase, having received a total of 276 responses. These were ranked and presented to the Provost by the QEP steering committee earlier today. Stages 1 and 2 are now complete, but the big phases are still ahead. We are following the University of Florida plan.

**Compliance Reports/Narratives** - Dr. Standley and Ms. Catton continue to write, edit, and call faculty/staff to clarify resource material. The big narratives on institutional effectiveness and faculty credentials have yet to be completed.

**Institutional Effectiveness/Assessment** - Dr. King reported that the university is “assessing and is effective,” they continue to work on assessment, and that Dr. Brunson will have the institutional effectiveness part ready for Dr. Haws.

**Faculty Credentials** - Several student workers are assisting Ms. Lias prepare documents for uploading into Compliance Assist. Ms. Lias has 8 of the narratives on the website, and 3 of them have all of the documents and links in the correct format. She has received all of the faculty adjunct information from the various colleges, but still lacks some teaching assistant information for the faculty roster. Some colleges did not submit their information in the correct format, and Ms. Lias has a graduate student correcting these documents. There are currently 430 documents in the online directory, and work continues on courses and syllabi.

### SUMMARY OF ASSIGNMENTS

<table>
<thead>
<tr>
<th>Assignment</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berry/Brunson/Standley - Complete report on principle 2.5</td>
<td>ASAP</td>
</tr>
<tr>
<td>Standley - Notify Dr. Marsh re: newly written complaint procedure &amp; Fed 4.5</td>
<td>ASAP</td>
</tr>
<tr>
<td>Peck - Send link for live Student Affairs website complete with transcripts</td>
<td>ASAP</td>
</tr>
<tr>
<td>Standley - Provide itinerary to committee members for Dr. Haws onsite visit</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

The next meeting will be Thursday, March 11th, 2:00-3:00 pm, in the Boardroom.

The meeting was adjourned at 3:03 p.m.

**Recorder:** Ms. Cathy Michaels