

Stephen F. Austin State University
February 25, 2009
Reaffirmation Steering Committee
Minutes: Meeting #9

Members Attending:

Dr. Mary Nelle Brunson
Ms. Roni Lias

Mr. Danny Gallant
Dr. Violet Rogers

Dr. Larry King
Dr. James Standley

Call to Order: Meeting #9 of the Reaffirmation Steering Committee was called to order at 2:12 p.m. by Dr. Standley.

Approval of Meeting #8 Minutes: The minutes from Meeting #8 were reviewed and approved without revision.

Old Business: Assignments from Meeting #8

Assessment Calendar - Dr. King distributed copies of the Assessment Calendar for Academic Years 2009-2013 and it was well received. The calendar has been sent to the Deans and linked on the Assessment Resource page. Discussion followed concerning the best method for notifying those who require the TracDat training. Dr. Standley stated that Dr. Berry will determine the specifics later.

New Business: Reports

Institutional Effectiveness - Dr. Brunson stated that the Institutional Effectiveness Core Team meets tomorrow and will discuss the information sent to committee members.

Assessment - Dr. King stated that we now have a completed calendar and the TracDat training sessions have been scheduled.

Core Team Committee Meetings - Dr. Rogers stated that along with Dr. Standley, she had met with all six of the committees charged with conducting the self-studies required to complete the Compliance Certification. Follow-up/interim reports will be due by October 1st and final reports by December 31st. The reports will then be edited for content and returned to the committees for any necessary corrections prior to submission of the Compliance Certification in September, 2009.

Dr. Rogers stated a committee member had asked for either release time or additional compensation in exchange for the work performed on SACS. Discussion on the matter agreed that this was probably not possible; there are many faculty/staff members currently working 60-70 hours/week on Banner projects without increased salaries and consideration for a merit increase after the extra duties have been completed would be more appropriate in this situation.

9th Annual Texas A&M Assessment Conference - Dr. Brunson and Dr. King attended the A&M Assessment Conference this week and handouts of the presentation list were distributed. Dr. Brunson stated the information presented by Dr. Carter was the most interesting to review but a little hard to absorb during lunch. Dr. King thought the most beneficial session was on training for reviewers. He commented further that SACS seems unsure about what the term "graduate" means; UTSA uses students close to graduation.

Dr. Brunson stated the Texas Tech representatives at the conference had a great deal of information and were very open about how they had resolved their reaffirmation difficulties.

Dr. King discussed a qualitative survey for senior students and that we might look back at what was used before. We could ask Dr. Peck to design something for seniors on email or use Survey Monkey that could tabulate immediately. Another possibility would be to use Texas Tech's survey and save time, although they hadn't mentioned all the data they had on it and we know SACS wants to see metrics.

Letter from Dr. Pattillo - Ms. Lias stated that a brief letter from Dr. Pattillo as president of the university is needed for the Compliance Assist homepage. An offer from Dr. Standley to compose a draft of the letter was accepted.

Course Syllabi Template - Dr. Brunson distributed copies of the Course Syllabus Guidelines (called guidelines now rather than template) and stated that the elements of Withheld Grades and Students with Disabilities had been added. She stated that there should be an academic policy on Course Syllabus Guidelines. Dr. Standley stated that SLOs and EEOs could also be added.

Policy on Designating Terminal Degrees: Dr. Standley stated that Dr. Jennings had written to him about the different definitions of Terminal Degree. Dr. Rogers suggested that this could be assigned to Dr. Murphy's committee. Dr. Standley will contact Dr. Murphy about drafting a policy on Terminal Degree and copy Dr. Berry.

Other Information Items: Notification for date of next meeting will be forthcoming.

Steering Committee Minutes
February 25, 2009
Meeting #9 - Page 3

SUMMARY OF ASSIGNMENTS	DUE DATE
Standley - Prepare letter from Dr. Pattillo for Compliance Assist	ASAP
Standley - Contact Dean Murphy regarding Terminal Degree Policy	ASAP

The next meeting will be held (TO BE DETERMINED), 2:00-3:00 pm, in the Boardroom.

The meeting was adjourned at 3:02 p.m.

Recorder: Ms. Cathy Michaels