

Stephen F. Austin State University
April 22, 2009
Reaffirmation Steering Committee
Minutes: Meeting #10

Members Attending:

Dr. Ric Berry
Ms. Karyn Hall
Ms. Roni Lias

Dr. Mary Nelle Brunson
Dr. Susan Jennings
Dr. James Standley

Mr. Danny Gallant
Dr. Larry King
Mr. Steve Westbrook

Call to Order: Meeting #10 of the Reaffirmation Steering Committee was called to order at 2:07 p.m. by Dr. Standley.

Approval of Meeting #9 Minutes: The minutes from Meeting #9 were reviewed and approved without revision.

Steering Committee Reorganization: Dr. Berry stated that Dr. Rogers had returned to fulltime faculty status and has relinquished her co-director role in the SACS process. Dr. Standley will now be directing these efforts alone, in addition to assuming the position of Dean of the Graduate School. Dr. Rogers will continue to assist the committee in areas such as institutional memory and others as needed.

Old Business: Assignments from Meeting #9

Letter from Dr. Pattillo for Compliance Assist - Dr. Standley drafted the President's Welcome letter for the SACS website and submitted it to Dr. Berry for consideration. Dr. Berry stated he had forwarded it to Dr. Pattillo last Friday and will follow-up on it today.

Policy Designating Terminal Degrees - Dr. Standley furnished several web links for reference use to Dr. Brian Murphy and requested that he draft a terminal degree policy. Dr. Murphy accomplished this assignment in very short order, and the draft policy is now working its way through the Policy Committee. After discussion to determine what degrees are considered terminal in various fields and how this data is reported for SACS purposes, Dr. Standley stated that he has read the policy authored by Dr. Murphy and will forward it to all members of the Steering Committee for their consideration and comment.

New Business: For Discussion

Record Retention of Student Work Examples - There was discussion concerning the length of time and in what format student work used for assessment purposes must be retained. The Record Retention Policy states this work must be available for the current year plus 10 years, and most committee members present today

seemed to prefer an electronic format, even though the large number of documents in some departments would be extremely time-consuming to reformat. There was also a discussion about portfolio learning and different vendor software programs such as Nuventive, Blackboard 9, FileMaker Pro and iWebfolio and their ability to work in tandem with TracDat for reporting assessment information. Dr. Standley suggested that this topic be put on the agenda again at a later date during the fall semester. This will allow Dr. King and others to discuss the issue with those individuals on campus that also have assessment responsibilities so that an objective can be determined and the means to accomplish it investigated.

Linkages in TracDat - Another question for discussion concerned the linkages in TracDat between the SFASU Strategic Plan Mission Statement and Initiatives in the plan and to what degree chairs and department heads should have discretion to identify linkages to initiatives for their programs. The consensus was that chairs and department heads will review the use of linkages by those in their area. As he has meetings with the deans and others on campus, Dr. Berry will mention the importance of this oversight responsibility with regard to linkage use and sterner measures will only be pursued later, should it prove necessary.

New Business: Reports

SACS Reaffirmation Overview - Dr. Standley was complimentary of the statements offered by Dr. Pattillo during the Regents meeting this week about assessment and how the university is changing in this area and measuring everything now.

The various SACS committees on campus are functioning and Dr. Standley has been meeting with some of the team leaders and answering their questions. The committees remain aware of the deadlines and will have reports ready in the fall.

Dr. Standley and Ms. Lias are continuing to work on faculty credentials. They have begun working with Art Humphries using Image Now to locate scanned transcripts. Ms. Hall has helped with the roster and it will be updated periodically.

Dr. Standley stated that with Dr. Rogers' redirection of her career, someone will be needed to assist with writing the final report. He has already conducted an interview and thinks that he will be able to fill the vacuum in this area at the appropriate time.

Institutional Effectiveness - Dr. Brunson stated the committees are gathering data, searching for documentation, asking questions and seeking direction. Dr. Brunson stated that both Ms. Hall and Ms. Nicole Nelson have been very helpful to her in this area.

Assessment - Dr. King has been meeting with unit chairs and department chairs as well as those on the non-academic side regarding assessment and reporting. When Dr. Standley asked Dr. King about the status of the Graduate School with regard to assessment, Dr. King stated that no one had developed any goals but that Ms. Hall and Ms. Nelson will have documents to help with those assessment needs.

Other Information Items: Dr. Standley stated that Dr. Peck has been selected to present a three hour seminar on "Assessment of Critical Thinking" at the annual SACS meeting in Atlanta in December. This marks the first occasion someone from SFA has been chosen as a presenter.

SUMMARY OF ASSIGNMENTS	DUE DATE
Berry - Follow up with Dr. Pattillo on letter for Compliance Assist	ASAP
Standley - Email Terminal Degree Policy to Steering Comm. members	ASAP
King - Determine objective of record retention for assessment purposes and methods to interface with portfolio learning and/or TracDat	Fall 2009
Standley - Add above record retention topic to agenda	Fall 2009

The next meeting will be held Wednesday, July 8th, 2:00-3:00 pm, in the Boardroom.

The meeting was adjourned at 2:50 p.m.

Recorder: Ms. Cathy Michaels