

Stephen F. Austin State University
July 08, 2009
Reaffirmation Steering Committee
Minutes: Meeting #11

Members Attending:

Dr. Ric Berry

Dr. Susan Jennings

Dr. Tara Newman

Dr. Mary Nelle Brunson

Dr. Larry King

Dr. James Standley

Mr. Danny Gallant

Ms. Roni Lias

Mr. Steve Westbrook

Call to Order: Meeting #11 of the Reaffirmation Steering Committee was called to order at 2:08 p.m. by Dr. Standley.

Approval of Meeting #10 Minutes: The minutes from Meeting #10 were reviewed and approved without revision.

Guest Introduction: Dr. Standley introduced Dr. Tara Newman to the members of the Steering Committee, noting that she has been working with him on the QEP Committee along with Monique Cossich and Mel Finkenberg. Dr. Berry stated that he was glad she has become involved with the process, and would like to add Dr. Newman to the Steering Committee as a guest observer. Dr. Newman is about to begin her second year here on campus, teaching in the Human Sciences department, and has been very involved in the Online Completion Program. Dr. Newman also participated in the QEP process from inception to implementation at Angelina College a few years ago, and her experience will be invaluable to us. Dr. Standley stated that Dr. Newman has been selected to lead a round table discussion at this year's SACS Annual Meeting in December, and she has been invited to Washington, D.C. as a grant reader for Head Start. Dr. Standley said she has a good reputation in her field and is glad that Dr. Newman will be involved with both the Steering Committee and the QEP Committee.

Old Business: Assignments from Meeting #10

Letter from Dr. Pattillo for Compliance Assist - The President's Welcome letter for the SACS website has been completed and is now posted in Compliance Assist.

Policy Designating Terminal Degrees - Dr. Standley has emailed this policy to the Steering Committee members. Dr. Berry stated it will go before the Board next week.

Records Retention Relative to Assessment: Dr. King will be reporting back to Steering Committee members at a later date on this topic.

New Business:

QEP Update - Dr. Standley has been visiting with VPs and Deans about the QEP, and will call for topics in the fall. Dr. Newman stated that the QEP is not so much a SACS issue as an SFA issue. Dr. Standley noted that Dr. Newman had attended the QEP Committee meeting yesterday and that he would be asking for her leadership in this area, adding that she has already been instrumental in developing the calendar being distributed to members today for the QEP process.

During the June SACS meeting in Atlanta, the date for our onsite visit was announced as March 1-2, 2011. Our QEP must be ready 6 weeks prior to that date. Since this is only about 17 months from now, we need to follow the calendar and stay on schedule. We're in the planning stage now and thinking about topics, then later a Topic Identification Committee will be formed, followed by a Development Team, and then an Implementation Team. We will have the QEP topic identified by December 15 with implementation in the spring. Dr. Standley said some good QEP ideas have been discussed in his meetings with the VPs and Deans. One idea from Ron Anderson in Fine Arts would be to expand the Creativity Institute, and another idea from Matt Finley in Athletics would involve computing with laptops in a virtual world. Whatever the chosen topic, Dr. Standley hopes it will be as engaging as the Recreation Center and generate just as much support and enthusiasm across campus.

Faculty Credentials - Ms. Lias continues to work on the faculty roster which involves current faculty as well as going back to 2004-05 records and working forward. She has been in contact with Sharon Brewer about getting all of the credentials scanned into Image Now. Ms. Lias will meet with Art Humphries and Sharon's graduate student worker about making the documents more accessible once scanned. Retired faculty credentials have already been scanned, and the tenured and tenure-track faculty are being scanned now. Once these credentials have been scanned and saved as PDFs, they can be linked to the faculty roster.

Ms. Lias has also been using past Faculty Activity Reports to determine courses already taught and will need access to the Faculty Workload Reports in the near future for courses currently being taught. Dr. Jennings asked who had access to the scanned files containing personal information. Ms. Lias explained that the scanned documents will only be accessible to those directly working on the project. Ms. Lias further stated that faculty credentials are necessary to show that faculty members teaching courses are academically qualified.

Also, even though the scanned documents do not have the watermark on them, SACS will accept them. Dr. Standley stated that for SACS purposes, we only need the past 3 semesters of faculty credentials; however, since we are syncing faculty assessment with credentials, we are going back even further. Dr. King stated that they had told administrative support units to enter assessment data for the back years, but he cautioned that they were not to make up data.

Ms. Lias noted that some SFA 101 Seminars are being taught by non-faculty staff. These employees are not adjunct, so she asked how they should be listed. Karyn Hall calls them "Special," but Dr. Standley stated that this is not a deal breaker even if SFA 101 was a credit course. Dr. Berry added that Dr. Clipson said a Masters degree was still required of anyone teaching SFA 101. Dr. Standley stated that help was needed from Dean's offices for scanning the credentials for adjunct faculty.

New Business: Reports

SACS Liaison Meeting in June in Atlanta - Dr. Standley stated that he had attended the SACS team meeting in Atlanta, along with Dr. Pattillo, Dr. Brunson, Mr. Gallant, and Dr. Berry. Dr. Berry is our SACS liaison, and he offered a few comments from the June meeting. It was a full day of meetings attended by about 45 other schools in our class, with about 8 - 10 being from Texas. He thought the material presented in the targeted sessions was good. He attended a meeting with Dr. Gerald Lord, during which the dates of March 1-2, 2011 were set for our SACS campus visit. Dr. Berry stated that, fortunately, there were no surprises learned in the meetings. From listening to others in the meetings, he noted that we are ahead of some of our peer institutions in this process. Mr. Gallant attended the financial sessions of the SACS meeting, and stated his area is continuing to work on their part, along with Dora Fuselier and Gina Oglesbee.

Institutional Effectiveness - Dr. Brunson stated that one committee had completed a draft and the others should successfully meet the July 17 deadline. Dr. King is following up with the areas involved in assessment. Dr. Brunson said our colleagues are working hard and should be ready with that piece in September. The Core Assessment data is due by September 15, and Administrative Support data for TracDat is due by October 15.

Assessment - Dr. King attended the Assessment Institute at UT a couple of weeks ago but said he didn't learn anything tremendously new. He commented that others from UT & Texas State responded that the best way to handle assessment was to have it centralized, as we do at SFA, and that they needed to get an office for assessment set up, too. Dr. King said he was encouraged because SFA is on the cutting edge of how to manage assessment.

Other Information Items: None.

SUMMARY OF ASSIGNMENTS	DUE DATE
Berry - Update status of Terminal Degree Policy with the Board	Next Meeting
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
Standley - Verify Compliance Report requirements for Mr. Westbrook and the correct formatting.	Next Meeting

The next meeting will be held Wednesday, Sept. 23rd, 2:00-3:00 pm, in the Boardroom.

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

Recorder: Ms. Cathy Michaels