

Stephen F. Austin State University
September 23, 2009
Reaffirmation Steering Committee
Minutes: Meeting #12

Members Attending:

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

Dr. Mary Nelle Brunson
Dr. Susan Jennings
Dr. Tara Newman

Mr. Danny Gallant
Dr. Larry King
Dr. James Standley

Guest: Ms. Heather Catton

Call to Order: Meeting #12 of the Reaffirmation Steering Committee was called to order at 2:06 p.m. by Dr. Standley.

Guest Introduction: Dr. Standley introduced Heather Catton to the members of the Steering Committee, noting that she had worked in the ORSP but is now with International Studies. Ms. Catton will be helping to edit the compliance report; she has a long history as a technical writer and will be able to edit the various department reports to read in one voice.

Approval of Meeting #11 Minutes: The minutes from Meeting #11 were reviewed and approved without revision.

Old Business: Assignments from Meeting #11

Update on Terminal Degree Policy - Dr. Berry stated that this policy did not go up before the Board in July. It should be voted on and approved at the next Board meeting on October 12. Following that approval, Ms. Lias will link the Terminal Degree Policy to the Compliance Assist website. (It was later determined that this policy was approved at the Board meeting on July 21, Policy E-73.)

Assessment Records Retention/RTA - Dr. King stated that he had sent Steering Committee members an email about assessment documents and record retention policy on July 9 after our last meeting. These documents fall under more than one area of this policy, but following some discussion, it was determined that we will use the current year plus 10 years rule. Many student documents are electronically stored in TracDat, but we still need to keep originals of some student assignments for examples of excellent, average and poor quality work for future onsite reviewer requests. Due to the need for more detailed faculty guidelines in this area, Dr. Brunson, Dr. King and Dr. Berry will meet before the next Steering Committee meeting to determine what information should be disseminated about record retention with regard to assessment requirements.

Verify Compliance Reporting for Mr. Westbrook - Due to Mr. Westbrook's absence, Dr. Standley will provide this information to him later.

New Business:

QEP Update - Dr. Standley has expanded the QEP Committee once again and it now includes Dr. Jerry Williams and Ms. M. E. McWilliams, in addition to Dr. Tara Newman, Ms. Monique Cossich and Dr. Mel Finkenberg. The solicitation of ideas for the QEP topic will include two emails to request participation and ideas, two campus mail postcards with a link to an interactive website for the submission of ideas to a drop box address, and possibly a campus wide event later in October, all of which should give us several good topics by November. Dr. Berry asked what address would responses go to from the automatically generated email and if the old address could be killed. Ms. Lias has already asked Steve Watson to set up a new address. A Topic Screening Team has also been created by the QEP Committee to assist in this process. Dr. Standley distributed a handout detailing those who will help choose the QEP topic, adding that these individuals have demonstrated a real interest in undergraduate programs and learning. The topic should be decided by December, and then the writing process will begin. Mr. Gallant suggested that someone from Finance join the QEP Committee, and Ms. Dora Fuselier was recommended to serve in this capacity. After university-wide input has been received, the topic will be molded to data from the assessment process and will focus on an area with weak learning outcomes. The QEP topic must be data driven and assessment data will support the topic we choose.

Faculty Credentials - Ms. Lias stated that all colleges have been successfully set up on the domain area for scanning adjunct faculty credentials, with each only having access to their particular college. Ms. Lias will have access to all the colleges so those PDFs can be added to our website in Compliance Assist. Two colleges must purchase scanners before they can begin, but Fine Arts has already scanned a great deal of their files. Sharon Brewer is continuing to scan the credentials for tenure and tenure-track faculty. There is some concern about the level of progress in this area, but most of the colleges are in good shape. Justification statements will be needed for those faculty members who lack the proper teaching credentials according to SACS guidelines.

Compliance Report - Dr. Standley has already received numerous reports from the various committees, and Ms. Catton has been helping edit the narratives. Even though we have the Compliance Assist software and website with all the bells and whistles for the offsite team to observe us, what they are wanting is more substance. The reports received thus far are sharply focused and statements are supported with evidence.

New Business: Reports

Calendars - Dr. Standley distributed a SACS Calendar for Reaffirmation, noting that we are moving right along and are already in Stage 4. Our onsite visit is scheduled for March 1-3, 2011 and the QEP is due six weeks prior to that. If anyone plans to attend the SACS Annual Meeting in Atlanta in December, now is the time to make the necessary arrangements. Dr. Standley also distributed a Progress Status Report, which will be emailed to Steering Committee members on a monthly basis. None of the project areas are shown in "alert" status at this time.

Institutional Effectiveness - Dr. Brunson stated that this area still has a lot of loose ends; the Marila Palmer model is being used to conduct our self-study. They are working through the process, checking off the pieces, and still working on getting quality pieces, hence the "caution" status on the Project Status Report.

Assessment - Core Assessment Reports were due last Friday, and Dr. King stated that a lot of the material submitted has been better than what was expected and that most departments complied. There does seem to be an ongoing question about quality and use of rubrics to evaluate programs; a meeting with Deans, the Provost and the Assoc. VP for Academic Affairs is scheduled for October to address these issues. Administrative Unit Reports should be entered into TracDat in October; some have action plans and supporting documentation. However, there are still some problems with assessment methods in a few areas.

Other Information Items:

Dr. Berry asked if the information contained in Compliance Assist resides here or somewhere else, and he expressed concern about how it is backed up. Ms. Hall noted that there is a regular backup schedule for TracDat. Ms. Lias stated that Compliance Assist is on her computer and the server, and all information is backed up on DVDs as well. Compliance Assist also has multiple backup sites across the country. Dr. Standley stated that we could reproduce any lost data within 2-3 weeks.

SUMMARY OF ASSIGNMENTS	DUE DATE
Standley/Lias - Link Terminal Degree Policy on website when approved.	ASAP
Berry/Brunson/King - Assessment/Retention guidelines for faculty.	Next Meeting
Standley - Verify Compliance Report requirements and correct formatting for Mr. Westbrook.	ASAP

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The next meeting will be held Wednesday, Oct. 21st, 2:00-3:00 pm, in the Boardroom.

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

Recorder: Ms. Cathy Michaels