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AGENDA

2018 SACSCOC Reaffirmation Leadership Team Meeting
September 28, 2016
Lonestar Conference Room, Room AD 3.104

1.	Call to Order / Approval of Minutes	Serenity King
2.	Informational Announcements	Serenity King

    A.   Dr. Michele Lockhart Introduction – added to Steering Committee and Leadership Team
    B.   Leadership Team changes: Dr. Murray Leaf, Dr. Mary Jo Venetis
    C.   November 1 deadline
    D.   Compliance Certification Report (CCR) Project Timeline
    E.   Dr. Belle Wheelan Email Message: RE: Performance Metrics

3.	Steering Committee Items	Serenity King Murray Leaf Josh Hammers

    A.   Faculty Committee
        1. Faculty Hiring Incentive Programs language
        2. Academic Freedom & Intellectual Property
        3. UTDPP1088 Faculty Senate vs. Academic Senate
        4. HOP
        5. Definitions / Expectations for Nontenure "Promotion" and UTDPP1062
    B.   Institutional Effectiveness Committee
        1. Strategic Planning
        2. Outcomes / Student Achievement (Survey)
    C.   Learning and Student Resources Committee
        1. Student Complaints

4.	QEP Update / Topic Selection	Jessica Murphy
5.	Concerns / Comments from Committee	All
6.	Adjournment	Serenity King

ITEM 1

August 4, 2016 Meeting Minutes

2018 SACSCOC Leadership Team
Meeting Minutes
Thursday, August 4, 2016 2:00PM
BBS Dean's Conference Room, JO 4.306

I. Attendees:

Serenity King (Chair), Josh Hammers, Mary Jo Venetis, Nicole Leeper Piquero, Kim Laird, Jessica Murphy, Joanna Gentsch, Vy Trang, Simon Kane, Ryan Dorman, Simon Kane, Marilyn Kaplan

Absent: B. Hobson Wildenthal, Clint Peinhardt

II. Approval of May 5, 2016 meeting minutes

Nicole Piquero moved to approve, Mary Jo Venetis seconded the motion. All in favor – minutes approved.

III. Announcements

President's Office Representation

The new Vice President of Communications and Chief of Staff (VPCCS) will represent the President's Office. Monthly meetings between Dr. Richard Benson, Dr. Hobson Wildenthal, Dr. Inga Musselman, Serenity, and the VPCCS will be scheduled. Dr. Benson will attend the 2016 SACSCOC Annual Meeting (2-day President's sessions).

CR 2.5 Institutional Effectiveness, FR 4.1 Student Achievement

The Institutional Committee 2.5 Principle subgroup discussed how to address the outdated strategic plan. The subgroup (Serenity and Kim Laird are members of this subgroup) decided to focus on UT Dallas' successes since the last strategic plan. Moving forward, the group will discuss the progress of the institution with the updating of the research strategic plan that is due to the Texas Higher Education Coordinating Board in 2018 as part of the special funding requirements for a Tier 1 research university. Dr. Benson is in agreement with this strategy.

FR 4.1 Student Achievement deals with the completion rates, graduation rates, retention rates. Dr. Lawrence Redlinger is the leader of the subgroup assigned to this principle. The subgroup has not met yet but he has contacted with a number of university personnel to gather this information. This principle requires the institutional outcomes website. The subgroup will review the research strategic plan and relate it to the UT System Quantum Leaps.

<u>UT Dallas Observer Opportunity, Northwestern State University-Louisiana</u>

Serenity asked if any of the members would like to serve as an observer at the Northwestern State University-Louisiana reaffirmation on March 14-16, 2017. It was agreed that Dr. Gloria Shenoy will be sent as the observer.

<u>UT Dallas SACSCOC Website Materials</u>

The Reaffirmation Committees' webpages have been updated with agenda packets and meeting minutes. If committees have submitted supporting documents in the workspace, a listing of those documents is viewable on the committees' webpages (login required). The documents are being processed every 10 minutes.

Many committee members have finished and uploaded their individual edits of the principles but the committee as a whole still need to meet to discuss.

<u>Technical Support/Workspace</u>

Simon Kane has created the technical resource/support webpage. The working folders for each principle's narratives have been created.

ACTION ITEM: If members encounter any technical issues, they should contact PTG at ptg@utdallas.edu. For all other issues, members should contact Serenity and/or Mary Jo.

IV. **Lisa Berry Campus Visit Recap**

Lisa Berry, Assistant Director of Library Planning and Assessment at the University of Houston-Downtown, visited UT Dallas to meet with the Office of Assessment staff, Josh Hammers, Debbie Montgomery, and library staff in April. Mary Jo found the visit very informational. Debbie Montgomery was made aware of a number of useful resources and she will be attending a library assessment conference that Lisa Berry recommended. Lisa Berry was impressed at how involved the President and Provost are with UT Dallas' reaffirmation.

V. **Summer Institute Feedback**

There was a recap meeting with the summer institute attendees. There was a great deal of enthusiasm from the first-time attendees. Two of the attendees (one of which was Marilyn Kaplan) shared information on some positive assessment processes that are currently occurring in their schools. There was some concern expressed with what the faculty learned at the institute and the wrong message that is brought back to their respective schools. Some attendees questioned what the difference is between achievement measures and student outcomes and how to differentiate between the two.

ACTION ITEM: Pre-orientation meetings with attendees are needed before each summer institute and annual meeting.

ACTION ITEM: The members agreed that a glossary of assessment terminology would be helpful.

It was mentioned that 276 faculty/staff/graduate teaching assistants have attended Dr. Gloria Shenoy's workshops in the past year. A university-wide assessment committee will be formed for this academic year.

VI. QEP Update/Topic Selection

Jessica Murphy announced that the QEP topic (first-year experience for undergraduates, graduates and transfer students) has been chosen. However, a more detailed QEP plan and budget estimate cannot be developed without the permission from the Leadership Team.

Dr. Inga Musselman asked for the required criteria that should be used when selecting QEP plan. Jessica Murphy listed the criteria. A discussion followed on the QEP.

ACTION ITEM: Dr. Inga Musselman recommended that Dr. Richard Benson and Dr. Hobson Wildenthal review the QEP before moving forward. Serenity will meet with Drs. Benson and Wildenthal by the end of August to ask for their endorsement.

ACTION ITEM: Jessica Murphy will send a list of recommendation for the QEP Development Team.

The pilot for the QEP must be implemented in Spring 2017. Focus groups will be conducted in Fall 2016 or Spring 2017.

VII. Concerns/Comments from Committees

Some members on the Programs, Curriculum Instruction and Learning and Student Resources committees have expressed concerns that they would be responsible for writing the final draft of the narrative.

Some members on the Financial and Physical Resources and Information Technology Committee is concerned with the challenge of obtaining documentation and how to address new personnel and procedures since the Budget & Finance Office has undergone reorganization.

ACTION ITEM: Ryan Dorman will help to track down financial supporting documents for the Financial and Physical Resources and Information Technology Committee.

The Faculty Committee is progressing smoothly.

VIII. Meeting Adjournment

ITEM 2D

Compliance Certification Report (CCR)
Project Timeline

2017 Compliance Certification Report -- Timeline for Report Submission

	2016		2017								
	November	December	January	February	March	April	May	June	July	August	September
Draft Plan as of 9/19/16 ML	1: Committees submit documents									21: Complete & Final Internal Draft is Ready	11: Report DUE at SACSCOC

Committees

Committee	November	December	January	February	March	April	June	July
Faculty	Compile & write DRAFT 1 report; citation check #1		Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4	Person (1) TBA & Mary Jo	FINAL DRAFT People (3) TBA
	SRK & ML		Ryan	Gloria	Michael	ML		
Programs, Curriculum Instruction	Compile & write DRAFT 1 report; citation check #1		Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4		
	SRK & ML		Ryan	Gloria	Michael	ML		
Financial and Physical Resources and Information Technology		Compile & write DRAFT 1 report; citation check #1	Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4		
		SRK & ML	Ryan	Gloria	Michael	ML		
Learning and Student Resources		Compile & write DRAFT 1 report; citation check #1	Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4		
		SRK & ML	Ryan	Gloria	Michael	ML		
Institutional Effectiveness			Compile & write DRAFT 1 report; citation check #1	Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4	
			SRK & ML	Ryan	Gloria	Michael	ML	
Mission, Governanace, and Administration			Compile & write DRAFT 1 report; citation check #1	Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4	
			SRK & ML	Ryan	Gloria	Michael	ML	
QEP			Compile & write DRAFT 1 report; citation check #1	Documentation & Citation Check #2	Reading for Content #2	Documentation & Citation Check #3	Reading for Content # 4	
			SRK & ML	Ryan	Gloria	Michael	ML	
Steering Leadership								

ITEM 3A1

STARS Program

All academic persons hired at UT Dallas go through a process that involves faculty input and advice. We have search committees that are carefully selected and their input is taken into account before the formal offer is extended. We should have the same process in hiring STARS faculty as well. It may be a good idea depending on the level [i.e. Nobel Laureate, Academy Members etc.] to have either a university-wide or school-wide committees that generate and evaluate potential candidates taking into account areas that need development and the quality of the candidates as well as a clear understanding of what exactly we expect from them. This program should also allow the possibility that internal faculty are also eligible for it [UT System guidelines do allow for this to happen]