The University of Texas at Dallas

2018 SACSCOC Financial and Physical Resources and Information Technology (FPRIT) Committee

Organizational Meeting Minutes

April 22, 2016
1:00 pm – 2:00 pm Lone Star Conference Room (AD 3.104)

I. Attendees

Member	In Attendance	Member	In Attendance
Denise Paquette Boots	X	Kim Laird	X
Mariah Armitage	X	Terry Pankratz	X
Paula Austell	X	Ravi Prakash	
Darren Crone	X	Toni Stephens	X
Naomi Emmett	X	Chad Thomas	X
Joseph M. Izen		M. Beth Tolan	X
Abby Kratz	X	Scott Willett	
Kelly Kinnard	X	Larry Zacharias	X

II. Call to Order and Introductions (Kim Laird)

Members of the FPRIT committee introduced themselves

III. Deliverables/Timeline (Laird)
   a. Project Scope/Timeline
      i. Scope--peer review process providing UTD the opportunity to demonstrate its commitment to
         1. Complying with the Principle of Integrity (PR), Core Requirements (CR), Comprehensive Standards (CS), and Federal Requirements (FR) contained in The Principles of Accreditation and within the policies/procedures of the SACSCOC
         2. Enhancing the quality of education programs
         3. Focusing on student learning
         4. Ensuring a culture of integrity in all operations

      ii. Documents of the Process
         1. Compliance Certification – narrative report
            a. 2007 – over 500 pages with tens of thousands of attachments

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2. Institutional Summary Form – prepared for SACSCOC review
3. Quality Enhancement Plan –
    a. describes a specific program designed to enhance educational quality
    b. Jessica Murphy leading this effort
    c. Topic selection committee received over 200 submission
    d. Five themes established
        i. First-Year Experience
        ii. Communication Counts
        iii. Wellness
        iv. Curricular Globalization
        v. Digital Learning: Innovation and Integration
    e. Call for proposals through June 1
    f. Implementation committee will be established—pilot program in Spring 2017
4. Focused Report – chance to provide additional information to address findings/questions
5. Institutional Profiles – submitted annually

iii. Timeline
    1. Offsite review report due September 11, 2017
    2. Focused report due January 23, 2018
    3. Onsite visit March 6-8, 2018--key contributors to the reaffirmation process will be expected to be onsite and available to answer reviewers' questions

iv. Well-organized and well-lead effort
    1. Serenity King, Assistant Provost and SACSCOC Liaison, chairs the Leadership Committee
    2. Seven response-focused sub-committees formed around the following areas
        a. Mission, Governance, and Administration
        b. Financial and Physical Resources and IT
        c. Faculty
        d. Learning and Student Resources
        e. Institutional Effectiveness

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  f. QEP
  3. Steering Committee comprised of the leadership of the 7 sub-committees

  ACTION ITEM: QEP Proposals are due June 1, 2016.

  b. FPRIT Committee Scope/Timeline
    i. Submission of a narrative report draft for each assigned principle

    ACTION ITEM: Committee members must review our assigned principles with the following questions in mind:

        a. What are we doing now that we were not doing in 2007 that we need to add/describe
        b. What were we doing in 2007 that we are no longer doing and we need to eliminate references in the narrative
        c. What were we doing in 2007 that we are no longer doing that we need to start doing again?

    ii. Draft narratives due to Steering Committee November 1, 2016

IV. Reaffirmation Resources (Laird)
  a. UT Dallas SACSCOC Website: http://sacscoc.utdallas.edu/
  b. Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement: http://dox.utdallas.edu/publication1210
  c. FPRIT Committee's Website: http://sacscoc.utdallas.edu/2018-review/reaffirmation-teams/sacscom-financial-physical-resources
  d. 2007 Compliance Certification Report (CCR) Navigator: http://sacscoc.utdallas.edu/ccrnav/
  e. 2008 Focused Response Report (required Net ID login): http://provost.utdallas.edu/frrnav/
  f. SACSCOC Report Fall 2015 (requires Net ID login): https://provost.utdallas.edu/reports/monitor-three
  g. SACSCOC Top 10 Cited Principles (Preliminary data):
      i. 2013 Chart: http://dox.utdallas.edu/chart1236
      ii. 2014 Chart: http://dox.utdallas.edu/chart1235
          1. Self-reported non-compliance with 2.11.1 due to audit timing
          2. By on-site visit, deficiency cleared

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V. Committee Resources--Binders (Beth Tolan)
    a. A section for each principle, which includes the principle description from the 2012 SACSCOC Resource Manual, our 2007 response, a list of 2007 supporting documents, and:
        i. 2008 2.11.1 Focused Response
        ii. 2014 5th Year Interim Report Narratives
            1. CS 3.11.3 Physical Facilities
            2. FR 4.7 Title IV Responsibilities
    b. A section with the Distance and Correspondence Education and Integrity and Accuracy in Institutional Representation polices and The Impact of Budget Reductions on Higher Education document
    c. A section with the 2013 and 2014 Preliminary Data Top 10 Cited Principles
    d. FPRIT Committee's Assigned Principles, Related Policies, and Documents (links to the 2007 CCR response)
    e. Resource Manual Excerpts for Assigned Principles

    ACTION ITEM: Laird will send out to the committee the two documents identified in parts d. and e. of this section.

VI. Committee Logistics (Laird)
    a. Likely three subcommittees to be formed: Financial, Physical, and Information Technology Resources
    b. Principles to be assigned to subcommittees for first draft (Due Date September 15, 2016)
    c. Entire committee to review and comment on all drafts before submission (September 16 – October 20, 2016)
    d. Workspace (created by the Provost Technology Group and to be available soon)
        i. 2007 narrative for each assigned principle
        ii. 2007 attachments for each assigned principle
        iii. Edits will be done in workspace
        iv. All documents (preferably pdf format) will be housed in workspace

    ACTION ITEM: The entire committee will need to review each of the Core Requirements and Comprehensive Standards assigned to the committee via the CCR prior to the next meeting.

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VII. Future Meetings (Laird)
   a. May 2016 – subcommittee assignments, additional charge, workspace tutorial
      i. Before next meeting, please read through the principles and Resource Manual excerpts
   b. June 2016 – subcommittee status updates, resource needs identified
   c. July 2016 – subcommittee status updates, resource needs identified
   d. August 2016 – subcommittee status updates, resource needs identified
   e. September 2016 – full committee draft review instructions, logistics
   f. October 2016 – final review, wrap up

   ACTION ITEM: Laird will circulate a Doodle Poll with date/time options for a standing committee meeting each month through October 2016.

VIII. Adjourn (Laird)

   With no further business to discuss, the FPRIT organizational committee meeting adjourned at approximately 1:40 pm.