2018 SACSCOC Steering Committee
Meeting Minutes

Friday, March 25, 2016 2:00 – 3:00PM
Osborne Conference Room, ECSS 3.503

I. Attendees:

Serenity Rose King (chair), Murray J. Leaf (co-chair), Poras Balsara, David Cordell, Cary Delmark, Marilyn Kaplan, Jessica C. Murphy, Nicole Leeper Piquero, Lawrence J. Redlinger, Josh Hammers, Calvin D. Jamison, Kim Laird, Debbie Montgomery, Catherine Parsoneault, Gloria Shenoy, Sue Sherbet, Toni Stephens, Mary Jo Venetis, Vy Trang, Caroline Ries

Absent: Vladmir Dragovic, M. Beth Tolan

Guest: Simon Kane

II. Introduction of Members

The steering committee consists of the chairs and co-chairs of the working committees and at-large members who bring expertise to the reaffirmation process.

III. Deliverables

Deliverables

Deadlines/Times

The first draft is due to the Leadership Team by November 1, 2016. The text from the 2007 CCR and an updated list of new or revised principles will be provided.

ACTION ITEM: The committees will need to review the CCR and indicate what needs to be deleted from the report because the university is no longer doing it, what needs to be added because we are doing it now and we were not doing it then, and what we are still doing now but doing differently from then so the text will need to be updated. Also, the committees will recommend anything that needs to change to be in compliance.

After the draft is submitted, the roles of the committee members will lessen considerably. A writing group consisting of a subset of the leadership team and the steering committee will take the drafts submitted from all the committees and produce the final version of the CCR. In the appointment letters, it is mentioned that members have a commitment to this project through 2018. This commitment is defined as being available to assist the writing group to ask questions to the committee members or to identify individuals that the writing group needs to speak with in order to obtain additional information.

The CCR is due to SACSCOC by September 11, 2017. An off-site committee will review the report in November 2017. A focused response report will be submitted by

January 23, 2018 to address any findings identified by the off-site committee. The final draft of the QEP will also be due on January 23, 2018.

All committee members should plan to be available during March 6-8, 2018 for the on-site review. The reviewers will meet with members of the leadership team, steering committee, and other committee members. Dr. Gerry Burnham, Associate Provost and Professor in ECS, recently served as an evaluator for the University of Alabama-Huntsville reaffirmation. One of his observations during the visit was that the review team expected all administration members, vice-presidents, deans, program heads, and associate program heads to be available to meet with them as needed.

Monthly Updates

The Steering Committee will meet monthly. The chairs and co-chairs will report on the progress of the committees and any problems that arise while the principles are being reviewed.

IV. **Committee Resources**

Every committee contains at least one leadership team member and Serenity is on many of the committees. Resources such as the UTD SACSCOC website, *Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement*, 2007 CCR, 2008 Focused Response Report, and the Top 10 Cited Principles in 2013 and 2014 are included in the meeting agenda packet. There is a SACSCOC Summer Institute and SACSCOC Annual Meeting. The Summer Institute focuses on teaching and pedagogical improvements.

ACTION ITEM: Excerpts of the principles that are specific to each committee from the *Resource Manual* will be provided to the committee chairs and co-chairs to share with their committees.

ACTION ITEM: If members of the Steering Committee are interested in attending the Summer Institute, send an email to Vy Trang by 5pm, March 25, 2016.

Vy Trang is available to organize and coordinate committee meetings.

V. **Technical Assistance/Support**

Simon Kane presented how the 2007 CCR was published and method for the publication of the 2018 CCR. He also gave a brief background on the Provost Technology Group (PTG). Slack, a business-level messaging system, will be made available to the committees. The narrative in the 2007 CCR did not contain charts and tables. Those were added as supporting documents. This will continue in the 2018 CCR. Web archiving of websites will no longer be used**.** Instead, PDFs of webpages will be used. All committees will have their own working webpages with the principles that the committees are responsible for. Meeting minutes and agendas will also be posted on these webpages.

VI. Future Meeting

The next Steering Committee meeting will be held during the last week of April. All committees do not need to meet over the summer but it may be helpful for some committees to meet over the summer.

ACTION ITEM: All committees need to meet before the next Steering Committee.

VII. Adjournment