2018 SACSCOC Steering Committee
Meeting Minutes

Tuesday, June 14, 2016 2:30 – 3:40PM
Osborne Conference Room, ECSS 3.503

I. Attendees:

Serenity Rose King (chair), Poras Balsara, David Cordell, Marilyn Kaplan, Nicole Leeper Piquero, Lawrence J. Redlinger, Calvin D. Jamison, Debbie Montgomery, Gloria Shenoy, Toni Stephens, M. Beth Tolan, Mary Jo Venetis, Vy Trang, Simon Kane, Caroline Ries

Absent: Murray J. Leaf (vice-chair), Josh Hammers, Cary Delmark, Jessica C. Murphy, Kim Laird, Vladmir Dragovic, Catherine Parsoneault

II. Approval of April 25, 2016 Meeting Minutes

Marilyn Kaplan moved to approve the April 25, 2016 meeting minutes. Nicole Leeper Piquero seconded the motion. Minutes approved.

III. Announcements

SACSCOC Updates to Policy /Documents

SACSCOC has updated several policies. The UT Dallas SACSCOC website has also been updated to reflect these new changes. Serenity highlighted the changes to the substantive change policy. A new form has been created by SACSCOC that must be submitted with all substantive change requests. A list of the different types of substantive change is posted on the UT Dallas SACSCOC website. The list of 2015 Frequently Cited Principles has been also has been added to the UT Dallas SACSCOC website.

SACSCOC 2016 Annual Meeting

Registration for the annual meeting is now open. The Provost's Office is sponsoring 10-15 faculty/staff. Priority will be given to first-time attendees.

ACTION ITEM: If any members are interested in attending, send Serenity or Vy Trang an email.

Wheelan and Elgart's *Chronicle of Higher Education* article

Dr. Belle Wheelan's response to the Department of Education's letter is included in the agenda packet.

UT System Web Resources for SACSCOC CCR

UT System has developed a webpage with SACSCOC resources. The webpage (www.utsystem.edu/sites/system-accreditation) contains information that will be helpful to the Mission, Governance, and Administration Committee. A list of the UT System SACSCOC Liaisons and SACSCOC staff members.

Reaffirmation Committee Webpages Updated

All UT Dallas Reaffirmation Committees webpages have been updated with the appropriate titles of each member as it relates to his/her role in the committees(s).

Sue Sherbet's Retirement

Sue Sherbet is retiring on July 1, 2016. Student Affairs is discussing who will replace her on the committees she was participating in.

Committee Meeting Agendas and Minutes

ACTION ITEM: All committee meeting agendas and meeting minutes should be sent to Vy Trang or Mary Jo Venetis.

IV. **Workspace/Technical Support**

Simon Kane gave an overview of the history on how the 2007 Compliance Certification Report (CCR) was created and the DOX repository. The Reaffirmation Project Technical Support webpage (http://sacscoc.utdallas.edu/ptg) is a resource for the reaffirmation committees. There are instructions on how to access the DEGAS server and the committee workspace. Simon demonstrated the folder structure in the workspace. The links to the 2007 CCR, 2014 Fifth Year Report, any monitoring reports, and the 2018 CCR is available on the technical support webpage. Weblinks to the reports has been updated on the www.sacscoc.utdallas.edu webpage. All supporting documents need to be saved as PDFs and uploaded to DOX. Webpages should be saved as a PDF. PTG can assist members if they need help converting documents to PDFs. PTG will upload all supporting documents to DOX. Supporting documents should be uploaded to the folder in the committee's workspace. Access to each committees' folders is restricted by committee membership.

ACTION ITEM: To obtain access to DOX, members will need to complete the DOX access request form (https://eforms.utdallas.edu/ptg-dox-access-request). Members should contact PTG if they need to view locked documents.

Debbie Montgomery and Josh Hammers had submitted a DOX access request form but still does not have access.

ACTION ITEM: Simon Kane will check on the status of Debbie Montgomery's and Josh Hammer's DOX access.

V. **Committee Chair Reports by Chairs and/or Co-Chairs**

Each committee chair or co-chair gave a brief report about their committees' May 2016 meetings.

Mission, Governance, and Administration Committee: David Cordell

The committee met on May 4, 2016. The next committee meeting is scheduled on May 4, 2016. All members but Sue Sherbet were present. There was a discussion on the Department of Education letter. Principles were assigned to each committee member. Each member will have read their assigned principles. The next meeting will be held on June 22, 2016. Simon Kane will attend the next meeting to present the workspace and technical support.

Financial and Physical Resources and Information Technology Committee: Beth Tolan

The committee met on May 23, 2016. Fifteen of the sixteen committee members were present. Topics of discussion were: the Department of Education letter, the 2016 Financial Aid audit, planned CCR improvements, and division of assigned principles. The state auditors are scheduled to be on-campus the first two weeks of October. This is the first full scope audit; previous audits had all been limited scope audits. The technology portion of the audit has already begun. Scott Willet is leading the working group to find a solution to the alumni email issue. The committee plans to divide into sub-committees at the next meeting and discuss the workspace. The next committee meeting will be on June 27, 2016.

Faculty Committee: Nicole Leeper Piquero

The committee met on May 16, 2016. The principles have been assigned to each committee member. Murray Leaf is sending a doodle poll to members to schedule the next committee meeting in June. Once the meeting is scheduled, Simon Kane or Serenity will come and present the committee workspace.

Learning and Student Resources Committee: Debbie Montgomery

The committee met on May 19, 2016. Simon Kane has already given a presentation about the workspace and technical resources available to the committees. The next committee meeting will be on June 28, 2016. The subgroups have been formed and have begun to schedule their meetings. Principles have been assigned to each subgroup. The committee will meet on the first and third Thursdays of each month.

Programs, Curriculum Instruction Committee: Poras Balsara

Principles have been assigned to the members. The members have begun to work on the principles. The committee will meet in late July. Simon Kane has been invited to attend the meeting to speak about the workspace and technical resources.

Institutional Effectiveness Committee: Serenity King

The committee met on May 19, 2016. Lawrence Redlinger and his staff in the Office of Strategic Planning and Analysis gave a presentation about the data and reports that their office has available for members to use. The Office of Assessment staff also presented what processes and reports they have. Members were divided into subgroups and principles were assigned. The members have started to audit the narratives for the assigned principles. The members are aware that the responses to assigned principles rely heavily on the university's strategic plan and the university's broader goals given the transition in leadership. The next committee meeting will be on June 28, 2016. Simon Kane or Serenity will present the workspace and available technical resources.

QEP Topic Selection Committee: Serenity King

The committee will meet to pick the top three topics with their overall priority rankings and submit these recommendations to the Leadership Team. The committee is gathering supporting data for each of the topics.

VI. Next Meeting

The committee will resume regular meetings in September.

VII. Questions/Concerns

If any committee members have a questions or concerns, contact Serenity or Mary Jo Venetis. For technical issues, contact Simon Kane.

There is a discussion on having a working group who will update the CCR on a yearly basis and integrating this process into the university's procedures.

VIII. Adjournment