

2018 SACSCOC Leadership Team

Meeting Minutes

Thursday, May 5, 2016 1:30PM
BBS Dean's Conference Room, JO 4.306

I. Attendees:

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

Absent: B. Hobson Wildenthal, Kim Laird

II. Approval of April 7, 2016 meeting minutes

Clint Peinhardt moved to approve, Nicole Leeper Piquero seconded the motion. All in favor – minutes approved.

III. Announcements

Burnham Site Visit, University of Alabama, Huntsville

Dr. Gerry Burnham served as an evaluator for a site visit at the University of Alabama-Huntsville. He reported several items to note as UT Dallas prepares for its reaffirmation.

1. There is a principle that involves intellectual property and copyright. Many institutions are not in compliance with the principle because they do not make the information easily accessible to students. UT Dallas' policy is not specific to one group or the other but it is in the Handbook of Operations and Procedures. There is also a Senate committee on intellectual property. The copyright notice is included in the syllabi policy. If the Student Handbook (from Student Affairs) does not include the policy, then the policy will need to be included and updated as needed.

ACTION ITEM: The syllabi policy will need to be checked to ensure that the most current copyright notice is included.

ACTION ITEM: Josh Hammers will check the Student Handbook to see if the intellectual property and copyright policy is included and up-to-date.

2. The on-site evaluators need a printer, computers, a shredder, reliable wireless connection, etc. The Leadership Team will have further discussions regarding the technology provided to the on-site evaluation team at the hotel. The evaluators were impressed that the University of Alabama-Huntsville provided on-site technical support at the hotel.

3. The evaluators did stop and ask students, faculty, and staff what the QEP was during the on-site review.

ACTION ITEM: The Leadership Team needs to continue to think about ways to do a massive marketing campaign for the QEP.

Chair/Vice-Chair

There has been some confusion regarding the chair/vice-chair and chair/co-chair titles. All committees have a chair and vice-chair with the exception of the Programs, Curriculum Instruction Committee.

ACTION ITEM: Each committee will decide which titles they would prefer to use (chair/co-chair or chair/vice-chair). If appointment letters need to be revised to reflect the changes, new letters will be generated.

Annual Meeting Presentations

Three proposals submitted by Serenity, Gloria Shenoy, Jessica Murphy and Karen Huxtable were accepted by SACSCOC and will be presented at the 2016 SACSCOC Annual Meeting.

DOE Letter

The Department of Education has issued a letter to the regional accreditors, which includes SACSCOC, regarding both flexibility and tighter scrutiny of applying standards. Two major impacts of this letter are the following: 1) it would allow accreditors to perform an abbreviated review of institutions based on the level of the institution, and 2) there will be more focus on the outcomes and achievements (quantitative measures) of the institutions.

ACTION ITEM: Serenity will update the Leadership Team as more information becomes available.

State Audit

Earlier, the State Auditor's Office had announced that their yearly audit was being suspended and they would no longer include the student financial aid. However, due to the strong responses from all UT System schools undergoing reaffirmation, the State Auditor's Office has decided to reinstate the student financial aid audit. The State Auditor's Office is working on a schedule for the audits.

Lisa Berry Campus Visit

Lisa Berry, Assistant Director of Library Planning and Assessment at the University of Houston-Downtown, has been invited to visit UT Dallas to meet with the Office of Assessment staff, Josh Hammers, Debbie Montgomery, and library staff in April. She is involved with the University of Houston-Downtown reaffirmation process, is a part of

their SACSCOC Leadership Team, and has experience with an on-site visit. It may be beneficial to hear about her experience regarding the on-site visit and nonacademic assessment.

ACTION ITEM: Josh Hammers will meet with the Student and Learning Resources Committee and determine if the committee members would like to meet with Lisa Berry.

Status on Technical Assistance/Support

The committee workspace structure is an adaptation of the system that was used in 2007. All committee work will be done in the DEGAS server. The DOX repository will be available upon request by individual committee members. An eform (<https://eforms.utdallas.edu/ptg-dox-access-request>) has been created for these requests. A new reaffirmation technical support webpage is available at <http://sacscoc.utdallas.edu/ptg>. This will serve as a one-stop shop for all technical questions. PTG will email all committees if there are significant updates to the workspace or technical support webpage. Committee members can download an editable version of the responses to the principles at <https://sacscoc.utdallas.edu/repnav/>. Most of the committees have been given access to the workspace. Simon and PTG is working on giving access to the remaining committees.

Several committees are asking about the supporting documentation process.

A question was asked regarding the timeline for the availability of the workspace for committee members. Simon responded that it may be one or two weeks before the workspace is ready.

IV. QEP Update

The top 5 QEP topics have been selected and posted on the QEP webpage. The topics are: First-Year Experience, Communication Counts, Wellness, Curricular Globalization, and Digital Learning: Innovation and Integration. A brief description of the topics and examples of implemented QEPs is included on the webpage. A guided proposal form is posted on the QEP website. QEP proposal submissions are due by June 1, 2016. There have been 3-4 proposal submissions and Jessica has had 2 face-to-face meetings with personnel about proposal submissions.

ACTION ITEM: A NewsCenter article with the top 5 topics and the call for proposals has been published. Announcements will be made at Student Government meetings, Faculty Senate meetings and Staff Council meetings.

ACTION ITEM: The QEP Topic Selection Committee will vote on the proposals, recommend a QEP proposal to the Leadership Team, the President, Provost and various stakeholders.

V. Steering Committee Report

The Steering Committee met on April 25, 2016. All committees gave progress reports. No problems were reported. All committees are working on their assigned principles. The need for an updated strategic plan is still a concern for most of the committees. Committee members are beginning to realize how all the principles are connected on some level and assessment is only a small part of institutional effectiveness and the reaffirmation process.

VI. *Principles CR 2.5, CS 3.3.1 and its subsets*

ACTION ITEM: All Leadership Team members need to read and be familiar with Principle CR 2.5 and CR 4.1 because day-to-day operations tie into these two principles.

ACTION ITEM: Faculty members can speak to their respective School Deans, program heads and associate deans on how the information obtained from principles can be used during budget presentations and incorporated into the School's strategic plans/missions.

VII. Summer Meetings

All members agree that the Leadership Team will not meet until the first week of August.

VIII. Meeting Adjournment