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AGENDA

2018 SACSCOC Reaffirmation Leadership Team Meeting
March 22, 2016
Lone Star Conference Room, AD 3.104

1. Call to Order / Approval of Minutes Serenity King

2. Announcements Serenity King
 - A. Dr. Belle Wheelan Visit Updates
 - B. Lunch and Learn Workshops
 1. Wednesday, 2/24: JSOM and ATEC (15 from schools)
 2. Thursday, 3/3: open to everyone (17 from schools/departments)
 3. Total attendance from all 4 workshops: 61 (not including leadership team members)
 - C. Program Head Meetings
 - D. Public comment invited on SACSCOC Principles' review due March 28, 2016
<http://www.sacscoc.org/PrinciplesComments.asp>
 - E. Summer Institute, July 17-20, 2016
Gaylord Texan Resort & Convention Center, Grapevine, TX
 - F. Proposals for Upcoming Annual Meeting, December 3-6, 2016, Atlanta, Georgia
 - G. Steering Committee Meeting: first meeting, March 25, 2016

3. Technical Assistance for Reaffirmation Working Committees Simon Kane

4. QEP Updates Jessica Murphy

5. Adjournment Serenity King

ITEM 1

February 17, 2016 Meeting Minutes

UT Dallas Dox: <http://dox.utdallas.edu/minutes1247/dchidsprs>

2018 SACSCOC Leadership Team

Meeting Minutes

Wednesday, February 17, 2016 11:30AM
Lonestar Conference Room, AD 3.104

I. Attendees:

B. Hobson Wildenthal, Inga Musselman, Serenity King (Chair), Kim Laird, Clint Peinhardt, Marilyn Kaplan, Josh Hammers, Mary Jo Venetis, Nicole Leeper Piquero, Jessica Murphy, Joanna Gentsch, Vy Trang, Simon Kane, Ryan Dorman, Caroline Ries

II. Approval of Jan. 26, 2016 meeting minutes

Kimberly Laird motioned to approve, Clint Peinhardt seconded the motion. All in favor – minutes approved.

III. Announcements

Lunch and Learn Q&A Sessions

There has been two sessions to date – one with EPPS, A&H, and IS faculty and the second with BBS, NS&M, and ECS faculty. Seventeen faculty/staff members attended the first session and twenty attended the second session. All the feedback has been positive. There have been several follow-up requests for Serenity to attend school meetings, department/program head meetings or program-wide meetings to speak about the 2018 Reaffirmation Project. Requests for more information regarding the QEP were made during both sessions.

ACTION ITEM: Jessica Murphy will have school-specific follow-up sessions to talk more about QEP. The next Q&A session will be with ATEC and JSOM.

The final Q&A session will be open to all faculty and staff who are interested. The Q&A powerpoint presentation has been uploaded to the UT Dallas Reaffirmation website.

Communication Plans

Mary Jo Venetis and Jessica Murphy have met with the Communications Office and there will be news articles in the Intercom newsletter and the News Center in order to solicit ideas for the QEP. These articles will be about the QEP and the reaffirmation project. They will also work together with the Communications Office to create a periodic newsletter to update the community about the reaffirmation project.

SACSCOC 2016 Annual Meeting Call for Proposals

There are several tracks that should be noted: balancing the internal and external pressures of state agencies and federal government competing with SACSCOC

principles; diversity and equality; good practice for compliance; effective assessment; hot topics around campus; and student success for completion. Faculty can submit proposals that are related to many of the things that are being done at the university. This could generate more interest in the reaffirmation project.

ACTION ITEM: Serenity will send the pdf version of the call for proposals document to the Leadership Team members to share with faculty in their respective schools.

IV. Dr. Belle Wheelan Visit

Dr. Belle Wheelan will be visiting campus on February 29-March 1. Tentatively scheduled is a series of meetings between Dr. Wheelan, Serenity, Jessica Murphy, vice-presidents, school deans, and the Leadership Team. Dr. Richard Benson will also meet with Dr. Wheelan. The itinerary is being finalized.

V. Final 2018 Reaffirmation Committee Nominations

The final list of nominees is being presented to the Faculty Senate this afternoon. Fifty percent of the committees consist of faculty, thirty percent is from the 2007 reaffirmation, and thirty percent is included for continuity purposes. It was asked if there are any recommendations for changes to the sample nomination letter templates.

A question was asked: Have the nominees been pre-vetted? Serenity answered that some of nominees are aware that they will be participating on the committees, especially members of the faculty senate and graduate council, but most are not aware. A sample information packet is also included.

A suggestion was made to revise the phrase “UT Dallas will undergo a ten year comprehensive review” to “...a review of the past ten years” in paragraph three to clarify that the nominees are not agreeing to a ten-year commitment. The length of time that the nominees are agreeing to serve on the committees need to be clarified.

A suggestion was made to include the due dates for the first and final drafts of the narrative.

A suggestion was made to include the name(s) of the Leadership Team in the information packet so the nominees will have the opportunity to ask questions before agreeing to serve on the committee.

A suggestion was made to add a signature line.

A suggestion was made to the revise the sentence “We have included a packet detailing the committee charge, committee members, and assigned principles...” to “We have included a packet detailing the committee charge, *potential* committee members, and assigned principles...”.

The due date of Nov. 1 was chosen to allow for the committees to have enough time to complete and submit their drafts to the leadership team and steering committee for review.

VI. Discussion of SACSCOC Policies

Institutional Obligations for Public Disclosure

SACSCOC requested that institutions disclose where the institutional outcomes are published. UT Dallas added this information to the existing Office of Communications website. We relied heavily on the previous Chancellor's dashboard. The Institutional Effectiveness Committee and Steering Committee will need to address how the institutional outcomes will be included in the new strategic plan for the university. There are also new initiatives being reviewed by UT System that will also need to be included. UT Dallas needs to be more deliberate with the actual goal and outcome statements.

Substantive Change Policy

This policy covers many different types of issues. A matrix has been created on the Provost webpage that includes all the various types of substantive changes and the specific procedure to be followed for each change. There is a new policy listed as "Unreported Substantive Changes" that requires an institution to immediately notify SACSCOC it has violated the substantive change policy. This automatically triggers a review and depending on the type of substantive change, it can automatically trigger a monitoring period. In order to prevent UT Dallas from violating this policy, once a long semester, Serenity sends a reminder email to the School Deans and associate deans that the policy exists and asks that they review the policy and share it with their faculty. She also sends this reminder to the vice-presidents due to a previous situation where UT Dallas violated this policy.

ACTION ITEM: Serenity would like to implement an annual report process that includes a statement from the deans stating that their school is compliant with the substantive change policy to the best of their knowledge. If any team members have any ideas on how to ensure that UT Dallas remains compliant with the policy, send these recommendations to Serenity.

Serenity has requested the Academic Senate request that their respective school by-laws mention both the SACSCOC and UT Dallas' Substantive Change policy.

Two faculty members from the lunch and learn Q&A sessions have suggested that a compliance module be required.

A question was asked: When does a change become substantive? The challenge is determining what a substantive change is. One way is to check the substantive change matrix located on the Provost Office webpage.

ACTION ITEM: Read CS 2.5 and all the sub-sets of Principle 3.3.1. Serenity will have the strategic plan at the next meeting, Tuesday, March 22 at 11:30am in AD 3.104.

VII. Meeting Adjourned