2018 SACSCOC Leadership Team
Meeting Minutes

Friday, November 6, 2015 10:00AM
Bluebonnet Conference Room, AD 3.108A

I. Attendees:

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

Absent: Sarah Maxwell

II. Introduction of all attendees

III. Team Charge: Setting up the committee structures to make sure compliance report is covered by all appropriate stakeholders. Task is not to write the report though some team members will be involved in writing the report.

All team members should read the *2012 Principles of Accreditation: Foundations for Quality Enhancement* pamplet, *Resource Manual for the Principles of Accreditation*, and *Handbook for Institutions Seeking Reaffirmation*.

The principles will be broken down into subtopics and discussed with the working groups.

ACTION ITEM: Members should read resource manual, read through handbook, may give pamphlet to members of working committee (additional copies of pamphlet will be handed out at Dec. 2015 SACS Annual Meeting in Houston, TX).

Discussion of timeline for reaffirmation: One document shows the timeline by month. Two reports due to SACS are the compliance certification report and QEP plan. They are due to SACS by September 11, 2017. Off-site review occurs in Fall 2017. On-site visit occurs in March 2018. Serenity mentions that the timeline may be altered based on the decision regarding the Third Monitoring Report. The decision will be announced at the Dec. 2015 SACS Annual Meeting in Houston, TX. The internal UTD timeline (draft) will be finalized by this committee.

A summary of the number of committees from 2006-2007 reaffirmation was given.

ACTION ITEM: Leadership team needs to think about how many committees to keep, if there are any committees that need to be added, what is the appropriate composition of each committee (who, size, scope, responsibilities).

Weblink to descriptions of committees from last reaffirmation. Become familiar with the descriptions. Descriptions can be changed by UTD. (http://sacscoc.utdallas.edu/2007-review/reaffirmation-teams)

Steering committee might include academic council members, senators, faculty, Dr. Redlinger's office, library representatives, chairs of all committees, etc.

SACS Dec. 2015 Annual Meeting: special sessions for Class of 2018 Orientation team (Serenity King, Nicole Leeper Piquero, Josh Hammers, Kim Laird, Clint Peinhardt). Need to ensure that all three orientation sessions are covered. On final day of the Annual Meeting, the decision on the Third Monitoring Report will be announced. There are two closing sessions for orientation – Kim Laird will attend Financial, others will attend general questions session.

ACTION ITEM: Serenity will send an email with list of sessions that need to be attended by members at annual meeting.

Discussion of principles that most universities are cited as noncompliant: UTD cited for 7 but 2 were self-reported in 2007. An example: in 2007, at least a majority of the graduate credits had to be taken at the awarding institution. UTD allowed for 50% to be transferred in so UTD had to report the number of times this allowed. UTD has revised its policy. SACS has revised principle 3.6.3 to require one-third of hours to be taken at awarding institution. At last reaffirmation, there were 87 principles that were addressed; now there are 96 principles. 29 principles have been revised from 2007-2008.

Jessica Murphy presents QEP. Last QEP resulted in Student Success Center. QEP is a 5-yr plan. Stresses/focuses on the environment that supports student learning and the broad-based involvement in the process and development of QEP. A webpage has been created for submissions of ideas. Plan will be developed by Fall 2016, proposal and design in Fall 2016, pilot QEP in 2017. Submissions will be documented; curated section on website (trending ideas). All submissions will be on Dropbox so data can be quantified. Previous challenge was actually the written submission of ideas – most ideas were given verbally. Jessica Murphy and Simon Kane will work on system where emails containing these ideas can be uploaded into the QEP submission webpage.

There is a SACS website with the 2007 compliance report, 2014 5th year interim report, QEP, and committee structure information. Currently building new SACS website for this compliance report that will contain a separate section for leadership team with meeting minutes, meeting materials, etc. for transparency. All committees will be encouraged to upload meeting minutes to website. Leadership meeting minutes will be uploaded to DOX.

ACTION ITEM: Regular leadership meetings: what days/times would each member prefer. Doodle poll will be sent out for options after the December meeting.

Brief summary of events that led to monitoring period.

Assessment tracking for each degree plan: tracks what each program is reporting as changes in courses or program and if the changes are being made in catalog. This only serves as a comparison analysis of assessment report/plan information with academic catalog.

University assessment committee: being proposed Senate agenda item. Assessment committee will be university-wide committee.

Implementation of documentation system for student complaints: Student Affairs is currently working on formal student complaint system – if there should be a central system.

A question was asked: what are the criteria for committee member selection?

Answer: selection of committee members was based on position during previous reaffirmation. Time commitment should be taken into consideration by candidates for committees.

Possible outcomes of Third Monitoring Report: 1) UTD placed on probation, 2) loss of accreditation, 3) UTD cleared.

ACTION ITEM: The Leadership Team will have a follow-up meeting on Dec. 11 (time to be determined) to debrief on the Annual Meeting and to discuss the impact of the Third Monitoring Report decision on UTD. The formation of the committees, discussion of UTD timeline, and whether or not more faculty need to be added to the leadership committee or if they will be represented in the other working committees will be discussed in Jan. 2016 meeting. Committees need to start meeting in early Spring 2016.