

# **2018 SACSCOC Institutional Effectiveness Committee Meeting Minutes**

Wednesday, April 20, 2016 10:00 – 11:00AM  
JSOM 2.804

## **I. Attendees:**

Serenity Rose King (chair), Lawrence J. Redlinger (vice-chair), Kutsal Dogan, Monica Evans, George Fair, Michele Hanlon, Jennifer S. Holmes, Marilyn Kaplan, Kamran Kiasaleh, Theodore Price, Jerry Alexander, Pete Bond, Michael Carriaga, Lauren DeCillis, Cheryl Friesenhahn, Josh Hammers, Kim Laird, Catherine Parsonault, Rafael Martin, Gloria Shenoy, Mary Jo Venetis, Kim Winkler, Sayeeda Jamilah, Katie Hall (on behalf of Kyle Edgington), Brandon Bergman (on behalf of Toni Stephens), Vy Trang, Caroline Ries

Absent: Kyle Edgington, Toni Stephens

## **II. Introduction of Members**

Members of the Institutional Effectiveness committee were introduced.

## **III. 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 be revised to be in compliance.

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.

**ACTION ITEM:** If members are interested in serving as a SACSCOC reviewer, email Serenity.

#### **IV. Committee Resources**

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.

Simon Kane, Assistant Provost, is creating an online workspace for each of the committees.

**ACTION ITEM:** Members need to read the principles assigned to the committee in the *Resource Manual* and the 2007 CCR responses to the principles.

**ACTION ITEM:** Mary Jo Venetis will send two documents to the committee: the full text of the principles with links from the 2007 CCR and excerpts of the assigned principles from the *Resource Manual*.

**ACTION ITEM:** The university's strategic plan needs to be updated. This will be discussed at a future meeting.

**ACTION ITEM:** QEP proposals are due on June 1.

#### **V. Future Meeting**

The next Institutional Effectiveness Committee meeting will be held in May. The committee voted and agreed to meet once a month during the summer.

**ACTION ITEM:** Vy Trang will send a doodle poll with date/time options for the May meeting.

#### **VI. Adjournment**