

2018 SACSCOC Steering Committee

Meeting Minutes

Monday, April 25, 2016 3:00 – 4:00PM
Undergraduate Dean's Conference Room, FO 2.706

I. Attendees:

Serenity Rose King (chair), Poras Balsara, David Cordell, Cary Delmark, Vladimir Dragovic, Marilyn Kaplan, Jessica C. Murphy, Nicole Leeper Piquero, Lawrence J. Redlinger, Josh Hammers, Calvin D. Jamison, Kim Laird, Debbie Montgomery, Catherine Parsonneault, Gloria Shenoy, Sue Sherbet, Toni Stephens, M. Beth Tolan, Mary Jo Venetis, Vy Trang, Caroline Ries

Absent: Murray J. Leaf (vice-chair)

II. Approval of March 25, 2016 Meeting Minutes

Mary Jo Venetis motioned to approve, Catherine Parsonneault seconded the motion. All in favor – minutes approved.

III. Announcements

Committee Meeting Minutes and Agendas

ACTION ITEM: All committees need to keep meeting minutes and submit the approved minutes and meeting agendas to Vy Trang or Mary Jo Venetis.

Status on Workspace

Simon Kane is not present to deliver an update on the status of the workspace.

ACTION ITEM: Simon Kane will provide an update on the status of the workspace to the Leadership Team. The team will decide on the most effective method for the workspace. Either Simon or Serenity will come and demonstrate the workspace at each of the next committee meetings.

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.

ACTION ITEM: If members are interested in presenting at the SACSCOC Summer Institutes or Annual Meetings, let Serenity know. She will send information about the call for proposals for both events as she receives it.

SACSCOC Summer Institute

ACTION ITEM: Vy Trang will send registration and hotel confirmations to members who are attending the Summer Institute.

Department of Education Letter to Accreditors

Several media outlets have published the letter from the Department of Education (DOE). If members have questions or concerns about the contents of the letter, this can be added as a discussion item for the next committee meeting.

ACTION ITEM: Serenity will send the DOE letter to all members. When SACSCOC issues a response to the letter, Serenity will forward the response to the members.

IV. Chair/Vice-Chair versus Chair/Co-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 can 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, email Serenity and new letters will be generated.

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

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

Mission, Governance, and Administration Committee: David Cordell

The first committee meeting occurred on April 11, 2016. The next committee meeting is scheduled on May 4, 2016. All members were present. The committee will meet monthly during the summer.

Financial and Physical Resources and Information Technology Committee: Kim Laird

The first committee meeting occurred on April 22, 2016. Thirteen of the sixteen committee members were present. The committee will meet monthly during the summer. The committee plans to divide into sub-committees at the next meeting and discuss the workspace.

Learning and Student Resources Committee: Josh Hammers

The first committee meeting occurred on April 19, 2016. Fourteen of the seventeen committee members were present. Josh Hammers and Debbie Montgomery met with the three absent members the following day and provided a recap of the committee meeting. Serenity gave a presentation about the reaffirmation project at the April 19 meeting. The next meetings will be on May 19, mid-summer, and regular monthly

meetings will resume in August. The committee plans to divide into sub-committees at the next meeting and assign work assignments.

ACTION ITEM: Josh Hammers will email the Qualtrics survey the committee used to assign work assignments to Steering Committee members who are interested.

Programs, Curriculum Instruction Committee: Poras Balsara

The committee scheduled two committee members due to scheduling conflicts – not all members were able to meet at one time. Serenity gave presentations about the reaffirmation project at both meetings. Two of the thirty members have been not responsive.

ACTION ITEM: Two members will be replaced due to job position changes. Vy Trang will contact the student representative via alternative methods.

The committee will not meet in the summer. The assigned principles have been divided amongst the members. The committee plans to finish a first draft of each sub-committee's assigned principles by early September and the committee will have a meeting to discuss the drafts.

ACTION ITEM: Poras Balsara and/or Marilyn Kaplan will follow-up with members periodically since the committee is not meeting during the summer.

Institutional Effectiveness Committee: Serenity King

All but three members attended the April 20, 2016 meeting. Two of the three members sent representatives to the meeting. At the next meeting, the principles will be divided and sub-committees will be created. The members of this committee were chosen based on their expertise and knowledge of the principles. This committee has the fewest number of assigned principles but the most cited and comprehensive principles. One of the challenges for the committee is the need for a new strategic plan.

ACTION ITEM: The outcomes webpage (www.utdallas.edu/outcomes) on the Office of Admissions and Enrollment website needs to be updated. Cary Delmark will be invited to the next Institutional Effectiveness Committee meeting to discuss what needs to be done.

QEP Topic Selection Committee: Jessica Murphy

The committee met prior to the first Steering Committee meeting. The open submission period has closed. The committee met, discussed the trending topics and chose the following five topics: First-Year Experience, Communication Counts, Wellness, Curricular Globalization, and Digital Learning and Innovation. The QEP website and the online proposal form is presented. Executive summaries of successful QEPs for each topic can also be found on the QEP website. The QEP proposal submission deadline is June 1, 2016.

ACTION ITEM: Jessica Murphy requests the Steering Committee members help to spread the word about the QEP proposal submission deadline.

The Development Board will be approached about the QEP closer to the proposal submission deadline.

Faculty Committee: Nicole Leeper Piquero

The committee met on April 18, 2016. There are three member replacements: Dr. John Barden, Dr. Jillian Duquaine-Watson, and Dr. Marilyn Waligore. All schools are now represented on the committee. The next meeting will be on May 2, 2016.

VI. Questions/Concerns

Serenity asked for suggestions on how to disclose the monitoring situation to the university and public at large that would prevent further miscommunication and misinformation. A one-page summary will be posted on the website that committee members can direct any university and/or community members for more information regarding the situation.

ACTION ITEM: If members have suggestions, email Serenity.

ACTION ITEM: If any members are interested in participating in any additional committees, let Serenity know.

VII. Adjournment