

The University of Texas at Dallas

2018 SACSCOC Financial and Physical Resources and Information Technology (FPRIT) Committee Meeting Minutes

September 26, 2016

4:00 pm – 5:00 pm Lone Star Conference Room (AD 3.104)

I. Attendees

Member	In Attendance	Member	In Attendance
Denise Paquette Boots	X	Kim Laird	X
Mariah Armitage		Terry Pankratz	
Paula Austell		Ravi Prakash	X
Darren Crone	X	Rob Hopkins for Toni Stephens	X
Naomi Emmett		Chad Thomas	X
Joseph M. Izen		M. Beth Tolan	X
Abby Kratz	X	Scott Willett	
Kelly Kinnard	X	Larry Zacharias	X

II. Call to Order and Introductions (Kim Laird)

III. Approval of August 31, 2016 Meeting Minutes

Larry Zacharias motioned to approve, Denise Boots seconded the motion. The meeting minutes were approved unanimously.

IV. Announcements/Update

a. Student Financial Aid Audit (Beth Tolan)

i. SAO Audit field work set to begin Monday October 3

1. Entrance conference scheduled with representatives from Financial Aid, Bursar's Office, Registrar's Office, Accounting, and others October 3
2. Exit conference to be scheduled with Financial Aid only the week of 10/10.

ii. Questions received from auditors based on information submitted earlier have centered on system access issues and enrollment status/drop date information. Many institutions are working to address reporting inconsistencies due to timing and data definition issues within student information systems and among report stakeholders.

b. QEP Development/Implementation Update (Laird)

1. First year experience

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2. New QEP Development and Implementation Team Formed
 3. Kick off meeting Tuesday September 27
 4. First task will be to write a more detailed proposal with a budget to share with University leadership by the end of Fall 2016.
 5. If approved, then our committee's next task will be to develop a pilot of the QEP that will run Spring-Fall 2017.
 6. Work will culminate in writing the Quality Enhancement Plan, which is due in January 2018 to our reviewers.
- c. SACSCOC Leadership Committee Changes (Laird)
1. Leadership Team
 - Dr. Michele Lockhart, new Assessment Team member added
 - Dr. Mary Jo Ventis rotating off
 - Dr. Murray Leaf rotating on
 2. Steering Committee
 - Michele Lockhart added
- d. Committee Progress Report (Laird)
1. Assessment office is helping us monitor activity in our workgroup areas
 2. Know much work is going on offline, please begin uploading drafts-in-progress to the work area or, email your drafts and Beth Tolan and Kim Laird will update the work area.
 3. Beth Tolan and Kim Laird need to start reviewing soon so we know where additional resources might be needed.
- e. News Release—SACSCOC Special Review (Laird and Tolan)
1. On September 20, Dr. Belle Wheelan, SACSCOC president, announcing that institutions will be reviewed on graduation and student loan default rates.
 2. 4-year institutions with graduation rates at or below 25% (UTD 6-year rate Fall 2016 68%) will receive special attention as will 2-year institutions with graduation rates at or below 15%
 3. Institutions with low graduation rates and high loan default rates will receive special attention. The following rates were provided by Beth Tolan:
 - UT Dallas recent 3-year loan default rates: 2016—4.7%; 2015—5.7%; 2014—7.2%; 2013—7.3%
 - 2015 Texas and National averages, 14.3% and 11.8%, respectively
 4. SACSCOC recognizes the unique and important missions of colleges and universities (HBCU, Community Colleges) and will conduct the review within the context of those missions
 5. Work to be done in standardizing data reported by institutions (e.g., IPEDS data used differently by different reporting groups)

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- V. Workgroup Updates (Laird, All)
- a. Alumni E-mail Workgroup—no update
 - b. FPRIT narrative workgroup updates
 1. Financial/Research Narratives (Laird):
 - CR 2.11.1 Financial Resources and Stability
 - CS 3.10.1 Financial Stability
 - CS 3.10.3 Control of Finances
 - CS 3.10.4 Control of Sponsored Research
 - a. Work continues offline, although not at the pace we had hoped. Once year-end reporting commitments complete, will be able to finalize edits and update financial tables.
 - b. Document review and update a slow go.
 - c. Budget process has changed—working to update strategic budgeting activities consistently across all appropriate narratives.
 - d. OSP updating 3.10.4—Sponsored Research narrative; awaiting update
 - e. Sharing sections of narratives with other SMEs (purchasing, contracts, etc.)
 2. Student Financial Aid Narratives (Tolan):
 - CS 3.10.2 Financial Aid Audits
 - FR 4.7 Title IV Program Responsibilities
 - a. First draft complete
 - b. Draft to be submitted to peers in Financial Aid first, and then to the committee
 3. Physical Resources and Facilities (Kelly Kinnard)
 - CR 2.11.2 Physical Resources
 - CS 3.11.3 Physical Facilities
 - a. 3.11.3 complete and 2.11.2 close to completion
 - b. Both narratives to be submitted to Rick Dempsey for review
 - c. Denise Boots to review both 2.11.2 and 3.11.3 after Rick Dempsey and prior to uploading to the work area
 - d. Dr. Kratz suggested that several policy changes that might relate to physical resources are in the queue for review by the Handbook of Operating Procedures (HOP) Committee and/or are under review by Dr. Jamison.
 4. Physical Resources—Control
 - CS 3.11.1 Control of Physical Resources (no update provided)

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- Note: Kelly Kinnard shared that the resignation of a key member of Mariah Armitage's staff has placed a significant burden on Mariah.

5.Environment (Chad Thomas and Larry Zacharias)

- CS 3.11.2 Institutional Environment
 - a. Zacharias's updates of the safety and security sections of the narrative have been incorporated into the draft
 - b. Mariah Armitage is working on the environmental health and safety sections

VI. Remaining Meeting Schedule (Laird)

- a. Scheduled for October 24, 2016, however, due to scheduling conflicts for several members, the final meeting will be held October 31, 2016.

VII. Reminder—narrative review due date: November 1, 2016

ACTION ITEM: Continue to work on edits to narrative drafts and gathering supporting documentation. Kim Laird and Beth Tolan will reach out to Mariah Armitage to see if her team might need some assistance. Kim Laird and Beth Tolan will work with sub-committees as needed during October to assist in finalizing drafts and locating documents. Sub-committees should not hesitate to reach out to Kim Laird and Beth Tolan with any questions or need for additional resources.

VIII. Adjournment (Laird)

With no further business to discuss, the FPRIT regular committee meeting adjourned at approximately 4:45 pm.