

SACSCOC Student Success Outcomes, Assessment, and Support Working Group Meeting

July 10, 2026 10:00 – 11:00am

Microsoft Teams

Attendees: Brandon Davidson, Travis Goode, Matt Grief, Melissa Hernandez-Katz, John Jackson, Daniel Long, Nidhi Mehrotra, Sarah Moore, Vicky Morris-Dueer, Stephen Rogers, Ruth Schemmer, Gloria Shenoy, Amanda Smith, Vy Trang

Absent: Bethany AuHoy, Jeremy Head, Raúl Hinojosa Jr., Relius Johnson, Julie Murphy, Robin Paige, Md Eyasin Ul Islam Pavel, Elizabeth Samuel

- **Document Review System Overview and Workflow:** Vy Trang led a comprehensive walkthrough of the new SACSCOC document review system, explaining its purpose, approval workflow, version control, and access procedures.
 - **System Purpose and Access:** Vy Trang described the system as a tool for collecting, reviewing, revising, approving, and publishing supporting documentation for the 2028 reaffirmation report. Access requires UTD credentials, and troubleshooting tips were provided for login issues, including logging in and out of related systems like Coursebook.
 - **Approval Workflow and Version Control:** Vy Trang explained that documents move through a lifecycle including review, revision, and approval. Only the latest version is approved, and once approved, the document becomes read-only. Version control allows for uploading new versions, preserving previous versions and metadata, and associating documents with multiple Principles.
 - **Metadata and Submission Requirements:** Participants were instructed to use descriptive, searchable metadata, avoid special characters, and include dates or years in descriptions. The report and year fields should not be changed. Documents should be uploaded as PDFs and notes should be added for any rendering issues (webpages).
 - **Principle Associations and Reviewer Notes:** Vy Trang emphasized that a single document can be associated with multiple Principles, and edits, approvals, and deletions apply to all associated Principles. Reviewer notes can be added to submissions to provide context or explanations, and these are visible to all reviewers.
 - **Deletion and Correction Procedures:** Only Vy Trang, Dr. Raúl Hinojosa, and Dr. Mary Jo Venetis have the ability to delete documents. Corrections after approval require deletion and resubmission, and participants were advised to confirm metadata and file readability before approval to maintain accurate audit history.
- **Distinction Between Narratives and Exhibits:** Travis Goode, Dr. Amanda Smith, Dr. Gloria Shenoy, and Dr. Nidhi Mehrotra discussed the difference between narrative documents and supporting exhibits, clarifying how evidence and explanations are submitted and referenced within the system.

- o **Narrative vs. Exhibit Submission:** Vy Trang clarified that the system is for uploading supporting evidence (exhibits), not the written narrative itself. Narratives are written separately and reference the uploaded exhibits, which are listed and linked in the narrative.
 - o **Role of Notes and Explanations:** Participants can add explanations or summaries as reviewer notes to clarify the context or importance of an exhibit. These notes help narrative writers understand and reference the evidence appropriately.
 - o **Workflow for Narrative Drafting:** Drs. Shenoy and Smith explained that narrative drafting is shaped by the submitted exhibits, and only one narrative per Principle is submitted. Contributors can send explanatory documents to help narrative writers, and these are referenced as exhibits.
- **Hands-On Demonstration of Document Submission:** Dr. Daniel Long, guided by Vy Trang and Dr. Smith, performed a live demonstration of uploading, editing, and associating a test document in the review system, with real-time feedback and troubleshooting from the group.
 - o **Document Upload Process:** Dr. Long was instructed to upload a test PDF document, select Principle numbers, and provide a description. The group observed the process and discussed best practices for metadata entry.
 - o **Editing and Associating Principles:** Dr. Long demonstrated editing document details, including changing Principle associations and updating metadata. Vy Trang explained that edits update all versions and associations of the logical document.
 - o **Version Control and Reviewer Notes:** The demonstration included uploading new versions and adding reviewer notes, showing how updates propagate across all associated Principles and how notes can be used for communication.
 - o **Referencing Documents in Narratives:** Vy Trang explained that documents can be referenced in narratives using their unique doc ID, even before final approval, allowing writers to link evidence during drafting.
- **Document Approval, Publishing, and Correction Timing:** Vy Trang and Dr. Mehrotra discussed the timing and process for document approval, publishing, and corrections, including the lag between submission and approval and procedures for updating or replacing documents.
 - o **Approval Lag and Editing Window:** Vy Trang explained that approval is not immediate and typically occurs when narrative writers review submissions, providing a window for contributors to make changes before documents become read-only.
 - o **Correction After Approval:** If a document needs correction after approval, contributors must submit a new version as a new submission and reference the previous doc ID in notes. Deletion is handled by designated administrators.
- **Supporting Materials and Access:** Vy Trang and Dr. Shenoy discussed the availability of supporting materials, including the PowerPoint presentation, enlarged screenshots, and a user guide, and how these will be shared via Teams and Box for reference.
 - o **Distribution of User Guides and Screenshots:** Vy Trang confirmed that the PowerPoint, enlarged screenshots, and user guide will be posted in the Teams channel and Box folder for working group members to reference during document submission.

- o **Preference for Access Methods:** Dr. Mehrotra and Dr. Shenoy requested both Box links and direct documents for ease of access, and Vy Trang agreed to provide both options.
- **Timeline and Next Steps for Document Submission:** Dr. Shenoy presented the timeline for document submission and narrative drafting, outlining the next steps for the group and previewing the focus of upcoming meetings.
 - o **Document Submission Timeline:** Dr. Shenoy shared that document uploading is now open and will continue through the next month, with the goal of supporting evidence collection for the reaffirmation report.
 - o **Narrative Drafting and Collaboration:** Drs. Shenoy and Smith will begin drafting narratives for each Principle, using submitted exhibits as reference, and invited group members to contribute, especially for complex Principles like 12.1.
 - o **Preview of Next Meeting:** Dr. Shenoy previewed the next meeting's focus on Principle 8.2, showing draft narrative examples and linking evidence lists to Excel tracking sheets.

Follow-up tasks:

- **Document Upload Access:** Verify access to the new document review system and report any login issues in the technical access questions Teams channel for resolution by Muhammed McIntee-Masud, Dr. Hinojosa, Dr. Venetis, or Vy Trang. (All meeting participants)
- **Supporting Documentation Availability:** Post the PowerPoint presentation, enlarged screenshots, and user guide in both the Teams channel and Box folder for the working group to ensure all members have access to reference materials. (Vy Trang)
- **Box Folder Updates:** Add documents shared in the chat to the Box folder for centralized access by the working group. (Dr. Shenoy)
- **Document Submission Format:** Ensure all documents uploaded to the review system are in readable PDF format and include descriptive metadata; if web pages do not render correctly, upload the PDF and add a reviewer note with the web page link. (All document submitters)
- **Feedback Collection:** Provide feedback on the document review system and report any issues or suggestions in the technical access questions Teams channel to help improve the system. (All meeting participants)