

2028 SACSCOC Faculty and Academic Administration Working Group Meeting
June 8, 2026, 1 pm – 2 pm
Microsoft Teams

Attendees: Sean Cotter, Lev Gelb, Alex Lazos, Muhammad McIntee-Masud, Vicky Morris-Dueer, Mehrdad Nourani, Ashley Silkes Spaulding, Stephen Spiro, Vy Trang, Mary Jo Venetis, Chris Wendt

Absent: Raúl Hinojosa Jr., Eric Van Leeuwen

- **Overview and Structure of the Fifth Year Interim Report:** Dr. Mary Jo Venetis led the team through the structure and content of the 2024 fifth year interim report, emphasizing the organization by Principles, the use of supporting documents, and the importance of not sharing sensitive information outside the working group.
- **Process for Updating the Report and Documentation Requirements:** The team, with input from Dr. Venetis, Dr. Stephen Spiro, Alex Lazos, Dr. Cotter, and others, discussed the process for updating the report, including whether to reuse or revise documentation, how to handle changes in policy and personnel, and the need to pair supporting documents with each principle for the reaffirmation cycle.
- **Data Collection and Methodology for Faculty and Program Reporting:** Dr. Spiro led the team who engaged in a detailed discussion about the data sources, definitions, and methodologies for reporting faculty numbers, tenure status, program assignments, and workload, including challenges with historical data and the need for clear definitions.
- **Faculty Qualifications and Credentialing Documentation:** Dr. Spiro, Dr. Venetis, Dr. Gelb, Muhammad McIntee-Masud, and others discussed the requirements for documenting faculty qualifications, the process for collecting and verifying credentialing records, and the need to automate and streamline data extraction from the Factbook.
- **Next Steps and Action Items for Report Preparation:** Dr. Spiro, Dr. Gelb, Dr. Venetis, and others outlined the immediate next steps, including reviewing the fifth year report to identify sections needing updates versus rewrites, determining data needs before drafting narratives, and planning follow-up meetings and communications.

Follow-up tasks:

- **Faculty Data Compilation Methodology:** Determine and document the methodology for assigning faculty to programs and apportioning FTE across multiple degree programs for the upcoming report. (the team)
- **Faculty Data Collection and Snapshots:** Locate and compile historical faculty data snapshots (e.g., November 1st or other agreed dates) for academic years 2024, 2025, and 2026 to ensure accurate reporting. (Dr. Spiro, Alex Lazos, Dr. Nourani, Dr. Wendt, Vicky Morris-Dueer)
- **Faculty Qualifications Documentation:** Share the document or link containing all faculty qualification information with McIntee-Masud to facilitate automation of evidence preparation. (Dr. Venetis)

- **Fifth Year Report Review:** Review the fifth year report to identify which sections require only updating and which need to be completely rewritten and share the marked-up version with the group. (Dr. Spiro)
- **Factbook Data Extraction Improvement:** Coordinate with Muhammad McIntee- to find a better way to extract faculty qualification information from Factbook for reporting purposes. (Dr. Venetis, Muhammad McIntee-Masud)