

SACS – 5th Year Interim Report Organizational Meeting

**Monday, October 24, 2011
MITC 201**

Meeting Notes:

The SACS Committee Organizational 5th Year Report meeting with the Steering Committee and Sub-committee chairs met on Monday, October 24, 2011, 10:30 a.m., MITC 201.

Present: Dale Billingsley, Bob Buchanan, Diane Calhoun-French, Susan Duncan, Tracy Eells, John Ferre', Bob Goldstein, Dan Hall, Priscilla Hancock, Tom Jackson, Frank Mianzo, Patty Payette, Gale Rhodes, Terri Rutledge, Connie Shumake Janet Spence, Bob Staat, Jason, Tomlinson, Riaan Van Zyl

Absent: Provost Shirley Willihnganz, Paul Demarco, Kurtis Frizzell, David James, William Pierce, David Wiegman

Connie Shumake opened the meeting with a self-introduction of each committee member in attendance. Due to illness, Provost Willihnganz (Steering Committee chair) was unable to attend.

Connie described her role in the 5th year report as one who will keep track of changes and reporting to SACS any new programs. This 5th year report is an opportunity to look at things Uof L has done and to make any changes that need to be made for the accreditation process. The committee selection was geared toward having more new members on board as well as others who may want to become more informed with the process. There is a Blackboard site and an accreditation site already in place. Committee chairs can invite others to join their committees to pull in the expertise needed. Just make sure Connie is informed.

Connie introduced Diane Calhoun-French, Provost, Jefferson Community and Technical College, and member of the SACS Board of Directors and Chair on Compliance and Reports (C&R). Provost Calhoun-French gave her observations on the committees that look at the SACS 5th year reports. On the requirements, she said to use as much detail as in an on-site visit – with supplement evidence included. The federal requirements exist primarily because DOE wants them and SACS makes sure they are addressed. New in the last two years is the consideration of Distance Learning programs (50% or more on-line) and the inclusion of Distance Education in all areas of the compliance report. The QEP Impact Report is a standard report. SACS is only

looking for exactly what is stated. The committee looks at the report and either accepts or refers to C&R. In the report, state exactly what is being asked for. Show sustainable commitment to the QEP, include all changes to the QEP, state the impact on student learning, and follow through on resource commitments.

SACS statistics on the 5th year process indicate the:

Least-cited parts of 5th year report: Student achievement, physical facilities, student supplement service, recruitment materials.

Most-cited parts of 5th year report: Student completion, Institutional Effectiveness, Educational Programs, Qualified Academic Coordination.

Early Issues: (1) Student complaints, no example of completion process. Need to how it's gone through the process; (2) Educ. Programs: did not focus on Student Learning Outcomes and not provide examples or address graduate programs; (3) Academic Coordinators – give evidence of credentials and some programs were left out or who was coordinating them. (4) Number of full-time faculty: enough faculty for program quality and needs to be argued by program. (5) Qualified administration and academic officers: go farther than Higher level in organization and provide examples. (6) Program Length is a federal requirement – some did not address all aspects.

2011 Results (Summer) show out of 39 cases, 34 referrals were sent to C&R (87%). SACS is looking for analysis and not just a description, show everything has gone through the process.

Other observations include thinking comprehensively. Show evidence regarding policy and practice is in operation use tables and visuals effectively.

Again, Provost Calhoun-French reminds the group these are only her observations and gives his best wishes for a successful 5th year report.

Connie reminded the group the 5th year report is an off-site review and we should put the best foot forward to make it as successful as possible. Properly address standards with all appropriate evidence. Distance Education needs to be looked at with multiple perspectives. Academic Coordinator reporting should be specific. Physical Facilities need to include how the buildings support our mission and programs.

Provost Calhoun-French stressed to achieve consistency. Each SACS committee has 5-8 individuals looking at the report and breaking up into groups with others who are also working on other institutions' reports. This practice insures a consistent evaluation method. She will be accessible throughout the process if anyone should need her expertise. The group thanked her and gave her a UofL gift.

Tom Jackson, Vice President, Student Affairs spoke of his observations as a committee member. The SACS accreditation committees he has been involved with are: off-site, on-site, and the new 5th year report. His observations were consistent with Provost Calhoun-French. The off-site review dictates the on-site review, along with the QEP. The 5th year report is the new process. In his committee experience, the themes that always came up were Distance Learning, Student Learning Outcomes, the presentation of information and role of technology. Make sure the web links work and lead to only the site you want the reviewer to see. Administration should list all Vice President and Deans as officers. Make sure assessment is addressed. Follow policy on all complaints and show resolution. Student Affairs needs to show consistency to the mission. Make sure links work to the academic calendar and make it easy to find. The refund policy needs to be easy to locate as well. Show good informational links and include distance learning with data. Use summary reports and tables.

Academic Coordinators or faculty may not have their highest degree in the discipline of the program they supervise or teach in. Show complete justification to satisfy committee and give data. Full-time faculty at all levels need to provide documentation. Dr. Jackson comments we have a good QEP, the issue is how the report is written. The committee will look at how well it is documented and if we achieved what we said it would. Also, include faculty involvement. Physical Facilities need to reflect the facilities master plan and how it has been improved.

The SACS Annual Conference will be in December. The revised Principles of Accreditation will be finalized. Connie will be meeting with each chair independently to discuss what needs to be accomplished. Glenda King will coordinate scheduling these initial meetings.

Patty Payette, Executive Director, Delphi Center for Teaching and Learning spoke of the components of QEP. QEP is designed to enhance student learning. What is the achievable mission? QEP involves all stakeholders. The 5th year report has an impact on the entire institution. Review what we've done and follow Idea to Action, using critical thinking in general education and continuing through undergraduate and major courses forming a culminating experience, and apply this to the real world. Outline SACS expectations for QEP Impact Report. In the i2A area of the 5th-year report, show ways the project has evolved. SACS will be looking for sustainability and the assessment data.

Focus on QEP Report: Timeline; Faculty and Staff Involvement; Consistent framework; and Valued added assessments. Unanticipated QEP outcomes to report on: i2A research/school; supplemental projects by staff and student; learning from challenges of campus culture; and develop community and campus partnerships.

Connie explained that the purpose of the organizational meeting was for the Steering Committee and Compliance Certification Team and sub-committee chairs to meet and discuss the 5th year report process. Minutes of this meeting will be distributed soon. Use Blackboard to post and file exchange documents. The Steering Committee will meet quarterly. The Compliance

Certification Subcommittees and the QEP Impact Committee will develop a regular monthly meeting schedule. Provost Willihnganz will keep President Ramsey informed and will report to the Board of Trustees. Committees should document everything that is being done for a consistent process. Evaluate compliance with standards and/or to fix anything necessary before the final report. Patty Payette will coordinate the QEP Impact Committee. The 2007 SACS report is posted on Blackboard with data for the 14 standards to be addressed. Meeting minutes will be posted to Blackboard. The Office of Academic Planning and Accountability can assist any committee by posting meetings. Each committee will need to provide their own administrative support and designate a person to take meeting minutes.

Connie thanked everyone for their attendance and indicated “more to come.”

Meeting adjourned at 11:55 a.m.