

MINUTES: University Self-Study Steering Committee

DATE: November 14, 2001
3:00-4:30 PM, Room 104 Gillis Bldg.

PRESENT: C. Havice (presiding), President L. Todd, T. Birdwhistell, D. Boyd, C. Currens, L. Edgerton, D. Harley, J. Hougland, R. Jordan, D. Kalika, R. Mitchell, M. Molinaro, L. Nora, W. Pfeifle, J. Piccoro, A. Sparks, S. Stevens, K. Tagaveh, C. Todd, C. Vaughn

C. Havice called the meeting to order at 3:00 PM. She welcomed President Lee T. Todd, Jr., and thanked him for joining the group. C. Havice asked all the Steering Committee members to introduce themselves and comment on their role in the Self-Study.

PRESIDENT'S REMARKS:

President Todd spoke to the Steering Committee. He said that he has discussed the report with J. Piccoro and, from the draft he received, has seen the magnitude of work that went into the task. He has read the Executive Summary, the Recommendations and Suggestions, and is making his way through additional sections.

The President said that the self-study is taking place at a good time in his administration. Although you may feel that you are familiar with an area, you are not really familiar with it until you look into it in detail. The report will be a good blueprint. The President said that he is eager to see as we go through this process how we measure up with the other efforts that are also under way. He has looked at the NCAA section of the report to see what recommendations are included and if they agree with those resulting from the current investigation. We will have to go into strategic planning mode next year and the Self-Study Report, the report from the Futures Committee and other task forces currently working will figure heavily in the strategic planning effort.

President Todd referred to the Task Force for Review and Implementation or the "Fix-It" Committee which he appointed to review and follow up on the recommendations and suggestions from the Self-Study Report. He said that one major reason for appointing the Fix-It Committee is to deal with these recommendations before they have time to get stale. We can even take action on many of the recommendations without costing the University any money.

The President thanked the Steering Committee for all its hard work. He said that the group has made a strong contribution to what we have to offer as an institution. He especially thanked Alice Sparks, our Board of Trustees liaison, for all the time she has put in as a member of the Steering Committee. President Todd also thanked John Piccoro for the leadership he has shown as Self-Study Director.

After the President left the meeting, A. Sparks said that she has really enjoyed serving on the Self-Study Steering Committee and that it has been as helpful for her as a member of the Board of Trustees as it has been for President Todd.

R. Jordan asked if the President is aware that some of the suggestions are “strong suggestions”. Her committee found that the University is technically in compliance with some of the must statements, but also thought that change was needed. Instead of making a recommendation, the group decided to strongly suggest these changes. C. Havice replied that the President was aware of this.

DIRECTOR’S REPORT:

J. Picoro said that he had a number of things to report.

1. J. Picoro said that C. Currens has been working very hard over the past several weeks to produce a finished version of the report. We owe C. Currens a big thank you for all his efforts on our behalf.
2. J. Picoro distributed a timetable that he used when presenting to the President’s Staff in late October. He went over the timetable and noted that we are very close to being on schedule.
3. The Self-Study Report is on the agenda for the December 11 meeting of the Board of Trustees. A draft of the report will go to duplicating tomorrow and copies will be sent out to members of the Board and the President’s Staff for their review prior to the meeting. C. Havice and T. Birdwhistell will present the Report since J. Picoro will be in New Orleans at the annual SACS meeting. We need to get the Board’s official endorsement of the report or suggested changes at this meeting. We must submit the report to SACS prior to the end of the year.
4. The first meeting of the Task Force for Review and Implementation will be November 15, 2001. The Task Force is chaired by Dr. J. Holsinger, Senior Vice President and Chancellor of the Medical Center. The meeting will be in Dr. Holsinger’s office. J. Picoro read the names and titles of the other Task Force members. As Director of the Self-Study, J. Picoro is a member of the Task Force. However, he will request that a member of the group, other than him, be appointed as a liaison to the Self-Study Steering Committee.

The addendum to the self-study report will largely be based on the recommendations made by this group.

L. Nora asked who is most obviously representative of student affairs on the task force. J. Picoro reviewed the names and responded that it would be M. Nietzel, Acting Provost

5. We tried to get an article published in the Kernel informing people that the public draft of our report is available both on the web page and in the Young Library. Since all faculty, staff, and students do not have computer access, we thought this would be a way to get the word out. The Kernel refused to do the article. Selena Stevens in Public Relations was in touch with members of the Kernel staff over several days and even e-mailed them everything she has written about the self-study to date (with permission to use whatever they wished). J. Piccoro spoke with the Kernel Media Advisor, Chris Poore. Mr. Poore informed Dr. Piccoro that the Kernel is an independent publication and is not required to publish official University information.
6. We still do not have documentation from all the committees. If you have not sent in your documentation, please send it to C. Vaughn.
7. The SACS annual meeting will be December 8-12 in New Orleans. J. Piccoro will attend.
8. J. Piccoro will take part as an observer in a site visit at Florida Atlantic University February 26-March 1.

C. Todd asked if there would be any notification to the Steering Committee when the Fix-It Committee takes action. J. Piccoro said that the group would have Minutes and that he will get the Minutes and distribute.

L. Nora noted that some of the recommendations and suggestions were very specific while others were very general. She said that these would likely be referred to various individuals. J. Piccoro agreed and said that he also thinks there will be timetables established for completion. The recommendations will probably be dealt with first because we are only at risk from noncompliance with a recommendation. Suggestions will have second priority.

M. Molinaro asked how feedback from the University would be incorporated into the report. J. Piccoro noted several of the comments. T. Birdwhistell observed that the period for feedback was time limited due to our deadlines for submission of the report. Faculty, staff and students had until November 15th to submit their comments. L. Nora said that we need to know the number of hits on our web page during the period for comment. C. Currens said that information is available monthly.

EDITOR'S REPORT:

C. Currens said that we now know approximately how the final report will look when it is published. The report will be in three volumes with an additional volume of Appendices. Volume 1, *The University's Foundation*, will contain our response to the first three sections of the Criteria. Volume 2, *The University's Land-Grant Mission*, will deal with the Educational Program, Service and Research. Volume 3, *The University's Support Structure*, will consist of Educational Support Services, Administration and Staff.

Our SACS liaison suggested that we do this so people will not have to carry the entire report. C. Currens is preparing zip files of the report as it currently exists and will make these available electronically. He is asking that the author of each report review it and provide feedback. The files will also contain listing of all the exhibits. We had about 1000 of these and have combined and reduced them to around 500. Most have web sites.

J. Piccoro noted that the design work for the report cover was done by Joan Shropshire in Fine Arts. He commented on the quality of the cover and the hard work that required. The Self-Study Committee owes Ms. Shropshire a vote of thanks.

PUBLIC COMMENT:

C. Havice asked that J. Piccoro summarize the public comment received on the report. J. Piccoro went through a number of these and summarized the general tone. There were no comments asking for substantive changes to the report.

ADDENDUM:

C. Havice said that she had made a list of things that took place between the date the report was finished (June 20, 2001) and now for inclusion in the addendum. The three categories she has identified for the addendum are: 1) Ongoing, 2) New Administration, and 3) Fix-it Committee. If anyone has other things that need to be included, please let C. Havice know. C. Havice asked for someone from the Steering Committee to help put the addendum together. M. Molinaro and L. Nora volunteered.

WEB SITE:

C. Havice updated the group on the web site. The 1991 report is now available on the web. The University's response to the 1991 report is also available. The public draft of the current report can be reviewed and is listed by section so that people don't have to scroll through the entire document to find the area they wish to see.

ADDITIONAL COMMENTS/DISCUSSION:

C. Havice asked everyone to go back and review the SACS handbooks they were given at the beginning of the Self-Study. There is much information in these materials that will be helpful in preparing for the site visit.

A. Sparks said that the Board appreciates the amount of work that has gone into the report. They look at it as an action plan. The group can be assured that action will be taken on the recommendations made in the report.

ADJOURNMENT:

The meeting adjourned at 4:10PM.

Connie Vaughn, Recorder

