

MINUTES: University Self Study Steering Committee

DATE: April 21, 2000
1:00-3:00 pm
104 Gillis Building

PRESENT: T. Birdwhistell, J. Picoro, Co-Chairs, (presiding), D. Boyd, D. Harley,
C. Havice, J. Hougland, R. Mitchell, M. Molinaro, J. Thelin, D. Watt,
L. Williamson, C. Vaughn

J. Picoro called the meeting to order at 1:00 pm.

MINUTES:

The Minutes of March 23, April 4, and April 7 were approved as distributed.

RESOURCE INDIVIDUALS:

Lists of IE/IR committee members for both the Lexington campus and Medical Center were distributed. These had been suggested as a beginning place for resource individuals in colleges.

J. Picoro talked with Penny Cox and Chris Hobson. Penny is in Vice President Gene Williams' office and will serve as the resource person from Information Systems. Chris is in Vice President Bramwell's office. She will serve as the resource person from RGS.

LEXINGTON COMMUNITY COLLEGE:

J. Picoro talked with the President and Senate Chair from Lexington Community College about participation in the self-study. Neither of them thought that LCC faculty and staff wish to participate. They are currently involved in their own self-study. The Senate Chair will post a note asking interested individuals to contact J. Picoro. Unless he receives a response, LCC will not be involved in our self-study effort.

SURVEY SUBCOMMITTEE:

T. Birdwhistell has talked to several committee members about serving on the Survey Subcommittee. The subcommittee members will be:

T. Birdwhistell
J. Hougland
D. Harley
R. Langley

BOARD REPRESENTATIVE:

J. Picoro talked with Loys Mather about contacting the Board of Trustees to request that a Board member serve as liaison to the self-study. T. Birdwhistell and J. Picoro will draft a letter to the Chair, Billy Joe Miles. This will be sent out within the next few days. L. Mather had no specific recommendations of who the liaison should be. The Board will decide who would be most appropriate. The letter will spell out that we are requesting this individual to serve as both a resource person and a liaison between our

group and the Board. When this person is identified, we will invite him/her to attend Steering Committee meetings as he/she wishes.

COMMITTEE REPORTS:

Institutional Purpose Committee – D. Boyd

The group wants to begin work. At the moment, there does not seem to be a mechanism to communicate with the administration (Board). It is an excellent idea that a liaison is being requested. The Committee also wanted to know if the Faculty Senate was involved in development of the Strategic Plan. This needs to be addressed in the survey. Faculty should be asked if they knew a revised Strategic Plan was being developed.

At their next meeting, the committee will draft a letter to be sent to each dean asking for his or her mission statement. College and department mission statements must be consistent with the University's mission and must also be visible on any college/department publications. The group will try to meet once a month during the summer.

C. Havice asked if the committee has a student representative. D. Boyd responded that they tried to contact the student listed. There were two students with the same name. They attempted to contact both with no success. The committee would like to have a student member. It is important that students be actively involved in this process.

Educational Support Services – M. Molinaro

All subcommittees have been meeting regularly except for the Libraries Subcommittee. The Vice Chair, Patty Scharko is extremely busy and actually does not have the necessary time to devote to serving as Vice Chair. She will step down as soon as we can find someone to replace her. Patty will remain on the committee as a member.

The other subcommittees are meeting and are doing well. The Student Development Committee, chaired by Gail Hoyt, has three student members and Gail is looking for another. Becky Jordan and the Athletics Subcommittee are meeting with J. Piccoro in his role as faculty member of the University Athletics Committee. He will advise them whom they should interview.

Chuck Staben's student member needs to be replaced.

M. Molinaro met with the Libraries Subcommittee. The group was very difficult. Members stated that they do not have time to do this work. At a minimum, they feel that they need staff support to do their typing.

Principles and Philosophy Committee - L. Williamson

This group met for the first time last Thursday. J. Schach was unable to attend. The group had several concerns. They are requesting a formal charge and an explanation of how they relate to the other committees. Each member wants a hard copy of the Criteria.

They do not want to go to the SACS web site and print the relevant sections from there. The Committee cannot proceed with its work until these questions are resolved.

Committee members also asked if it would be beneficial to have representatives from their committee assigned to the other committees. The Committee wants to know who will be responsible for gathering and organizing their supporting documentation. The Committee wants a written list of the must statements relevant to their area.

K. Moore resigned from the committee. She will be on sabbatical next year. J. Thelin was reassigned to chair the Administrative Processes Committee. L. Williamson asked the Steering Committee to consider whether he needs additional committee members. They definitely need a student member. T. Birdwhistell said that new members could always be added if they are needed.

Educational Program Committee – C. Havice

Some subcommittees are meeting within the next week. A lot of the subcommittees have members with 12-month appointments so they will be meeting during the summer.

Administrative Processes Committee – J. Thelin

The intent is to have an initial meeting of this group before the end of the semester. J. Thelin has e-mailed committee members asking them to consider what questions they want included in the survey. Their student member, Abbey Lile, is interested in participating. One goal for the group will be to produce reports that are concise and to the point. He is concerned that reports may contain too much information and that the visitors may not be able to review reports, as they should because of this. The Steering Committee agreed.

Research Committee – D. Watt

The Committee has met and organized into subcommittees. The focus will include both human resources and infrastructure. They are now selecting some additional outside members and will meet next week to finalize that membership. The Committee is also beginning to draft survey questions. D. Watt read the entire Criteria and compiled all the must statements that have a bearing on research.

GOALS FOR THE SELF-STUDY:

J. Picoro referred the Steering Committee to the Minutes of the April 4 meeting with Dr. David Carter, our SACS liaison. He then reviewed Dr. Carter's comments regarding our existing goals. Dr. Carter suggested that our goals be revised and that they include mechanisms to do the following:

1. Demonstrate compliance
2. Provide an analysis of the institution
3. Identify strengths and weaknesses
4. Plan for addressing issues identified

The suggestion was made that a subcommittee be appointed to revise the self-study goals. J. Thelin and R. Mitchell will do this and will submit their revisions to T. Birdwhistell and J. Picoro.

FYI:

The Clemson web site has a section which lists all the must statements from the Criteria broken down by committee. This could be very helpful to our individual committees as they begin their work.

ADJOURNMENT:

The meeting adjourned at 2:30 p.m.

Connie Vaughn, Recorder