

MINUTES: University Self-Study Steering Committee

DATE: February 21, 2001  
1:00 - 3:00 pm  
Old Board Room, Administration Building

PRESENT: T. Birdwhistell, Co-Chair (presiding), C. Currens, A. Doyle, L. Edgerton,  
D. Harley, C. Havice, J. Hougland, P. Kelley, T. Lillich, J. Picoro,  
C. Vaughn

T. Birdwhistell called the meeting to order at 1:00 pm.

### **MINUTES**

The Minutes of February 7, 2001 were approved as distributed.

### **DIRECTOR'S REPORT** – J. Picoro

#### Update on Surveys

J. Picoro talked with R. Langley this morning and requested an update on the surveys. The Deans and Administrators survey has now gone out. R. Langley has already received a few replies. Some staff returns are still coming in. Thus far, 1850 exempt and 2126 hourly staff surveys have been completed and returned. This is approximately a 44% response rate. Of the 1808 faculty surveys sent out, 493 have been completed and returned. This is approximately a 27% response rate. The PTI and TA survey should go out next week.

C. Havice spoke with C. Peck-Heath about a concern of the Faculty Committee. They learned from R. Langley that a decision was made that those individuals who would receive the Deans and Administrators survey would not also receive the faculty survey. A number of people have contacted C. Peck-Heath saying that they did not receive the faculty survey and requesting one. Claudia is forwarding those requests to R. Langley.

D. Watt asked if there is overlap in questions between the faculty and administrators surveys or if we are losing data. C. Havice responded that there is overlap in some questions, but anyone who wants to complete a faculty survey can do so. Also, some deans and administrators received the faculty survey and did not get a copy of the Deans' survey.

J. Picoro said that there seems to be some problem with the University mailing lists. That is a big part of the reason for the mix up in individuals receiving improper survey instruments. It is too late to help us, but the problem needs to be addressed.

### After Action Report

Both C. Havice and J. Picoro discussed this. All chairs need to keep a log of which things went well and which did not work throughout the self-study process. Committee reports could be kept in a file or a notebook. All reports will be combined and kept in a central location and can serve as a resource to the next group that conducts the self-study.

### First Drafts

First drafts of committee reports are beginning to come in. We have received six reports. D. Watt's Research Committee report was the first to be submitted. As soon as all reports are in, the Executive Committee will look at them and decide on a procedure for the Steering Committee to use for review. One possibility is that small groups will be assigned reports for review. Each report would have more than one reader. Readers would be given reports other than those to which they contributed.

J. Picoro commented that he is particularly pleased to see that groups are meeting this deadline and that everyone should be commended for their hard work to this point. The work is not yet done, but we are making progress. Hopefully, we can complete a second draft by the end of this semester. Supporting documents need to be submitted to C. Vaughn as soon as possible. If documents are available electronically, let us know. If documents are available only in hard copy, we will need to scan them in to the electronic library we are developing.

### Progress Reports

SACS requires that progress reports be submitted periodically throughout the self-study process. If you have not submitted a progress report to C. Vaughn, please do so as soon as possible.

### Faculty Credentials

J. Picoro sent out a memo to Deans, Chancellors and others about SACS requirements for faculty credentials. What SACS requires and what our AR's state are different. The AR's require transcripts for faculty hired from 1992 forward. SACS requires transcripts for **all** faculty. J. Picoro discussed this with J. Fleming and, as a result, the AR will be changed to comply with the SACS requirements. J. Picoro and other members of the committee will begin doing spot checks on campus in March looking at faculty credentials currently on file. Everyone at the SACS Annual Meeting in December said that this had been a problem area.

D. Watt asked if there is one central location where faculty credentials are located. J. Picoro said that credentials should be housed in the area of a faculty member's primary appointment. On a lot of campuses, these are kept in a central location. We may want to recommend that files on the UK campus be centralized, or centralized electronically.

### Periodic Reviews

Periodic reviews of all academic units are located with J. Fleming in the Academic Affairs Office. All other reviews are located in Connie Ray's office.

### **EDITOR'S REPORT** – C. Currens

C. Currens informed the group that he has put together tables of the student survey questions, matching questions to see which are the same. These are available. If anyone would like a copy, Carlton will send it to you electronically.

### **WEB SITE UPDATE** – C. Havice

C. Havice distributed a printout of the Resources & Links page from the Self-Study web site. She informed the group that the survey instruments are now available on the web and can be printed. When the survey reports are ready, these will also be posted. These need to be made available prior to the arrival of the visiting committee.

C. Havice asked if committees want to post their first drafts to a restricted spot on the web page -- which only members of the specific committee can access. D. Watt asked why access to drafts needs to be restricted. C. Havice replied that some committees are still waiting for information and feel their drafts are incomplete. When second drafts come in, they will be publicly available. T. Lillich said that it is important to the Principles & Philosophy Committee to have access to all reports. T. Birdwhistell said that it makes sense to open all drafts up to everyone involved in the self-study unless someone objects. C. Havice will set up a place on the web site where everyone can have the password. Chairs will share the password with committee members so everyone can get in and look at drafts. C. Currens said that some of the reports will look different than when they were submitted. Some language has been changed to that used in the Criteria and the lines on each page are numbered.

### **SCHEDULE FOR REMAINDER OF SEMESTER** – T. Birdwhistell

T. Birdwhistell distributed a calendar of self-study events. This was taken from the Self-Study web page and shows the spring schedule through next fall. He suggested that we stay with this schedule through the end of the semester. Once the semester is over, it will be more difficult to get people together. We would then re-evaluate and see what changes need to be made in the schedule. C. Havice commented that it looks as though the Steering Committee's work is concentrated in summer after receipt of the second drafts from committees. We then need to circulate the Steering Committee's draft in the fall.

J. Picoro said that in late spring or early summer, we will send a Mid-Term Progress Report to SACS. The report will indicate where we are in the self-study process. Within the next couple of weeks, we should also have the Chair for our visiting committee named. D. Watt asked if this is an important role. J. Picoro replied that it is important in that the Chair sets the tone for the entire visiting committee. The Chair also crafts the visiting committee's final report.

## **ADDITIONAL COMMENTS AND DISCUSSION**

T. Birdwhistell called for any additional comments or discussion.

L. Edgerton asked if we are making any progress on mailing list distribution problems or if it should be included in the report. J. Picoro said that it should be included in the report as a problem. J. Hougland said that it may be worse now than it was at the time of the last self-study ten years ago.

P. Kelley asked if there will be a number for people to contact when the report is circulated for input from the University community. J. Picoro said that people would be directed to call the Self-Study Office with any recommendations or information they wanted to include in the report. He also noted that the University's recommendations may not be the same as the recommendations of the SACS visiting committee. When M. Eftink spoke in January, he said that there was about a 60% overlap/agreement in recommendations.

D. Watt asked how we plan to get public comment. J. Picoro said that the report will be available electronically with a mechanism for people to comment. The report will go to SACS in December of 2001. The visit will take place in April of 2002 with the vote on reaffirmation in December of 2002. During that time, the web site will still be up and people can respond there. Between December 2001 and April 2002, the Committee will prepare an Addendum which will list **our** recommendations and how we have dealt with them.

J. Hougland said that during the last self-study, there were open forums where committees gave short oral presentations of their committee findings. Attendance at these was somewhat irregular, however. J. Picoro suggested that we have two forums, one on each side of campus.

D. Watt asked if the draft report available on the web will have page and line numbering so that people can easily refer to specific material. J. Picoro said this would be done.

## **NEXT MEETING**

The next meeting of the Steering Committee will be March 7 from 1:00-3:00 pm in the Old Board Room of the Administration Building.

## **ADJOURNMENT**

The meeting adjourned at 1:50pm.

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Connie Vaughn, Recorder