

MINUTES: University Self-Study Steering Committee

DATE: August 23, 2001
3:00-5:00 PM, Room 231 Student Center

PRESENT: T. Birdwhistell (presiding), C. Currens, C. Havice, J. Hougland,
G. Hoyt, P. Greasley, D. Kalika, P. Kelley, T. Lillich, R. Mitchell,
L. Nora, J. Picoro, A. Sparks, C. Vaughn

T. Birdwhistell called the meeting to order at 3:00 PM and announced that we would have to finish by 5:00 since another group was scheduled in room 231 at that time. He then asked if everyone was familiar with the method we have been using to review committee reports. First general comments and observations will be requested. Following these, we will review the list of specific suggestions/recommendations prepared by C. Currens. Today's meeting will review reports from Continuing Education and Student Development. The group needs to keep in mind that decisions made regarding these reports are more or less final.

DIRECTOR'S REPORT:

J. Picoro informed the group that the Chair of our peer review team will be President Emeritus Roger Sayers, formerly of the University of Alabama.

T. Lillich asked when the report would be made available to deans and other administrators. J. Picoro said that the final draft would be sent to the President and whomever he chooses to review for factual errors. This should be done by mid-September. After the administration reviews the report for factual errors, the President will send out an e-mail asking that the University community review the report on the web and submit comments/feedback. We would like to send the report to the Board of Trustees for their November meeting, but must make the agenda for the December 11th meeting. The report will then go to SACS in December. Our Chair will make his preliminary visit to campus in late January or early February.

T. Lillich said that concern has been expressed that the report is being done independently of any contribution by deans. J. Picoro said that he made a presentation to all deans at the President's meeting immediately after Labor Day last year. At that time, he gave an update on the self-study, indicated what our timetable was and gave them a copy of our calendar. No one who attended that meeting expressed concern about a lack of involvement in the process.

CONTINUING EDUCATION:

Dr. L. Nora introduced Dr. P. Greasley, Dean of University Extension and a member of the Continuing Education Subcommittee. Dr. Greasley agreed to attend this meeting in order to provide information regarding continuing education at the University.

C. Havice said that the report was very well done and that it had been a hard area to organize. L. Nora thanked C. Currens for his help in organization of the report.

T. Lillich commented that page 8 of the report contains a mixture of discussion regarding both credit and noncredit continuing education courses. He also asked if this report would be cross-referenced to the Distance Learning report. He was told that there would be a number of cross-references, but that these are not yet included. Dr. Lillich again commented on the continuing education courses offered for professional development. L. Nora said that this could be highlighted under the non-CEU generating section.

T. Lillich stated that he had learned as much about what the University is doing with continuing education from reading this report as he had from any other sources available. In discussion on page 18 regarding the various continuing education programs, some give very thorough descriptions while others have only a line or two. L. Nora said that was due to the type of information available to them. C. Havice commented on the description of the Sanders-Brown Center and the amount of information given. L. Nora said that she had the 6-year review of the Sanders-Brown Center to draw from. C. Havice suggested that the report be changed to say the Sanders-Brown Center is an example and that reference to the other two programs included here be eliminated.

T. Lillich referred to the must statements on page 24. There seems to be a lot of replication. He suggested that these be reduced if possible. C. Havice said that a lot of things look at a replication of Chapter 4, Graduate Education.

J. Hougland said that the statement on page 38 made it seem as if this group had been prohibited from submitting questions for the campus wide surveys. L. Nora said that they had. C. Havice clarified that the Continuing Education Subcommittee was formed after the deadline for completion of survey questions. L. Nora said that she would change the language so that it did not have a negative connotation. It was suggested that the report be rewritten to state that the group determined focus groups would be an optimum means of gathering information.

D. Kalika said that the key issue of decentralization did not come out as strongly as it could have. Each continuing education element has to make money and stand on its own. The only place this is addressed is suggestion four. This may be a rather soft statement. P. Greasley commented that either approach used would be wrong. If the college feels like it has a stake in the continuing education program, this is good. If the college does not feel like it has a stake in continuing education, it loses interest. There must be a balance. T. Lillich suggested incorporating discussion of the "experiment" currently going on at the Medical Center. All continuing education offered through the Medical Center has been given over to a centralized Continuing Education Office.

The list of specific suggestions/recommendations included in this report was reviewed by the Steering Committee. Some were combined, some eliminated. Editorial changes were requested. C. Currens noted each of these in detail and will incorporate them into the report.

STUDENT DEVELOPMENT:

G. Hoyt, chair of the subcommittee and P. Kelley, committee member as well as a member of the Steering Committee were present to discuss the Student Development report. T. Birdwhistell asked for general comments or observations about this report.

C. Havice reminded the Steering Committee of Dr. David Carter, our first SACS liaison, and his initial visit to campus. During his meeting with the Steering Committee, he encouraged groups to use their reports as a chance to tell the University's story in different areas. This group has taken that opportunity. She then asked about the time frame referenced in one section of the report and reminded everyone that we had chosen a June 30 cutoff date for reports. Any additional information past that date will be included in the addendum.

D. Kalika commented on the content of the report relative to the Graduate School. It flows differently than the rest of the report. G. Hoyt said that this is the only piece of the report that was not reviewed by the entire committee prior to report submission to the Steering Committee. D. Kalika said that this content could be thinned out quite a bit. For background information on the Graduate School, the reader can be referred to the Graduate Bulletin. C. Havice said that, at some places, the focus on the students gets lost in the discussion.

C. Havice asked the relationship of the discussion of SIS on page 42 to students. It is unclear and the suggestions don't flow directly from the narrative. T. Lillich referred to a discussion on page 37 referencing a random sample but giving no results. C. Havice suggested a subheading of "Other Student Services" on page 34 in order to separate this discussion from that preceding it. T. Lillich asked about the automatic tuition waiver discussed on page 29 and also requested that the group clarify their narrative on page 24. There are undergraduate programs in the Medical Center. These are not included in the narrative.

Review of the list of specific suggestions/recommendations was begun. The group finished approximately two-thirds of these. The remainder will be added to the agenda of the Steering Committee meeting scheduled for August 28 from 3:00-5:00pm in room 231 of the Student Center. Of those suggestions reviewed at this meeting, some were combined, some eliminated. Editorial changes were recommended. C. Currens noted each of these and will incorporate them into the report.

NEXT MEETING:

The next meeting of the Steering Committee will be August 28, 2001 from 3:00-5:00pm.
The meeting is scheduled in room 231 of the Student Center.

ADJOURNMENT:

The meeting adjourned at 3:00PM.

Connie Vaughn, Recorder