

MINUTES: University Self-Study Steering Committee

DATE: September 26, 2000
2:30 - 4:30 pm
104 Gillis Building

PRESENT: T. Birdwhistell, C. Havice, Co-Chairs, (presiding), D. Boyd, D. Harley,
J. Hougland, P. Kelley, T. Lester, T. Lillich, R. Mitchell, M. Molinaro,
J. Piccoro, C. Vaughn

C. Havice called the meeting to order at 2:30 pm.

MINUTES

The Minutes of September 12 were approved as distributed.

DIRECTOR'S REPORT – J. Piccoro

An e-mail informing all faculty, staff, and students about the Self-Study will come from the President soon. When the surveys go out, each will be accompanied by a cover letter from the President.

The Executive Committee decided that the Minutes of the Steering Committee meetings would be distributed to the subcommittee Vice Chairs. This will ensure that they are informed of the proceedings of the Steering Committee meetings and include them in the administrative group of the Self-Study.

We have reached an agreement to hire Janet Cabaniss as the Self-Study Editor. Janet will do this on an overload basis, which has been approved. She has already been working on a set of writing guidelines for the committee.

At this point, having received no suggestions for an alternate speaker for October, the program and reception planned for then will likely be rescheduled for January 2001. In that event, J. Piccoro will call Britt Kirwan, President of Ohio State, to see if he would be available to be our speaker then.

COMMITTEE REPORTS – C. Havice

C. Havice called for any committee reports or updates that members wished to share.

Educational Support Services – M. Molinaro

M. Molinaro reported that Chuck Staben, Vice Chair of the Information and Instructional Technology Subcommittee has resigned. The Steering Committee discussed possible replacements.

The Staff Subcommittee has several questions. They want to know when/where forums are to be held. Because this is listed as an agenda item, it was deferred until later. Since this group does not have any must statements, they want to know if any other groups are dealing with gender and equity issues or disability. It was decided that disability would

be addressed most specifically in section 6.4.3 of the Criteria, which deals with safety and security of physical facilities. Otherwise, these areas are not being addressed.

It was noted that those groups that do not have must statements could look at the University's Strategic Plan to develop criteria for their areas. In addition to the Criteria, we must also respond to the University's goals, as stated. SACS will evaluate how well we comply with the Strategic Plan.

The Staff Subcommittee is working with the Senate Committee on Women to look at equity issues. A meeting is scheduled for later this week.

J. Picoro will attend the Staff Subcommittee meeting on Wednesday, September 27. The subcommittee has also invited T. Lynn Williamson and B. Hardwick to attend the meeting and discuss human resource issues.

The Library subcommittee is meeting with the Senate Library Committee and is holding focus groups along with the Senate group. That is one way they are collecting data.

Both the Student Development and Athletics subcommittees are meeting and doing well.

Institutional Purpose – D. Boyd

The Institutional Purpose Committee will meet tomorrow. The group is making good progress. One of the members has begun a draft of their report.

Administrative Processes – T. Lester

The total group met Wednesday following the last Steering Committee meeting. They will meet again tomorrow. At this meeting, discussion/planning for forums and workshops will be completed. As soon as the announcement from the President is out, the group will be ready to begin focus groups and forums.

Principles & Philosophy – T. Lillich

T. Lillich sent out an e-mail informing his committee members of the change in leadership and outlining how they would progress. He is also analyzing information given to him by L. Williamson, the former Chair.

T. Lillich requested an in-depth discussion of areas of overlap between committees. Each committee needs to know which must statements they are responsible for addressing. He also noted that the Prairie View report combines some of the must statements and asked if we plan to do the same. Dr. Lillich requested that this discussion take place soon since he is also beginning to outline their report.

C. Havice noted that committee overlap is an agenda item for later in this meeting.

Public Service – R. Mitchell

The committee has been meeting by e-mail. They have no specific must statements, but looking at the University's Strategic Plan, R. Mitchell has put together criteria for their

group. He has also developed a survey to send to deans and center directors. Both of these have been sent to the committee for their input. A database of deans and directors is approximately half way finished. This list will be shared with the Steering Committee for their input. The group will have a face-to-face meeting around the second week in October.

Educational Programs – C. Havice

The Continuing Education Subcommittee is getting started. This is the subcommittee that will overlap with Public Service.

The Faculty and Distance Learning Subcommittees have reviewed the draft of the faculty survey and believe they need more information than it contains. The two groups have requested permission to send out an electronic survey. The Executive Committee will meet with the Vice Chairs of the two groups next week to discuss this and determine if there are any problems. Presently, it looks as though this will take place. Both groups require a lot of demographic information to adequately address their must statements.

J. Hougland stated that the faculty survey is still being fine-tuned. R. Langley is presently working on the instrument. If only a few additional questions are needed, they can still be added to this survey before it goes out. If the subcommittees feel they must conduct an electronic survey, it should not go out until after the paper survey is distributed by the Survey Research Center. If the electronic survey goes out first, it will affect the response to the major survey. The entire group agreed.

SURVEYS – T. Birdwhistell

R. Langley has the staff and faculty surveys. He will review and make suggestions on both. These will be sent back to the Survey Subcommittee/Executive Committee for approval. As soon as suggestions are received from R. Langley, they will be acted on so that the survey can go out as quickly as possible.

J. Hougland noted that R. Langley has caught a couple of redundancies in the staff survey and has suggested a couple of follow-up questions.

J. Hougland is developing the survey to go to deans and administrators. He will then begin on the telephone surveys for students.

The question was raised about the need to survey former faculty and alumni. It was suggested that the faculty committee make calls to former faculty and interview them. If a survey for alumni is needed, it will be some time before J. Hougland can begin on it.

T. Lillich asked if any units in the institution already collect data on alumni. If so, we need to access that data instead of trying to do an additional survey. T. Birdwhistell stated that we should remember that surveys are optional. They are not the only way to collect information.

Concern was expressed that surveys conducted by any group other than the Survey Research Center may be criticized and the data obtained may be questioned. C. Havice noted that the individuals requesting additional surveys have had considerable survey experience.

J. Piccoro informed the group that we have checked on the need to have all the Self-Study surveys reviewed by the University's IRB. We have received confirmation that we do not require IRB review of these instruments.

FORUMS – C. Havice

Two general forums have been scheduled. The first is October 18 from 2:00-3:30 in the Center Theater. The second forum will be on October 25 from 3:30-5:00 in room 115 of the Health Science Learning Center. The time for the October 25 forum was adjusted so that those staff wishing to attend may do so. The last half hour of this forum will be reserved for discussion of staff issues. Locations were scheduled on each end of campus to make it easier for individuals to attend.

M. Molinaro said that members of the Staff Subcommittee want to attend both forums. They are concerned about benefits and the establishment of a sick leave bank.

C. Havice stated that the way we structure these forums is entirely open. However, if we give people a list of topics/questions beforehand, it may help direct the discussion. The forum could then be divided into 15-minute segments with one 15-minute segment being devoted to one topic.

C. Vaughn will inquire about facilitators for the forums. We also request that as many members of the Steering Committee as possible attend each forum. A handout will be developed to distribute to the members of the University community who attend. The group discussed how to publicize the forums. We will place an announcement in as many campus publications as possible. We can also announce the forums on the web page and via a blanket e-mail to all faculty, staff and students.

COMMITTEE OVERLAP – C. Havice

C. Havice stated that there would be a lot of issues coming out of the committees. These groups need to begin talking to each other about the work they are doing.

Committees need to know their responsibilities. Chairs need to review their must statements and see if each is something their group is going to handle or if there is overlap with another committee.

J. Piccoro suggested that chairs review their own must statements and those of both Principles & Philosophy and Institutional Effectiveness (where we expect considerable overlap). For each must statement, chairs should decide if their group has primary responsibility or if there will be overlap with another group. This will be the main agenda item for the next Steering Committee meeting. We will also invite all vice chairs to attend.

ADJOURNMENT – C. Havice

The meeting adjourned at 3:40 pm. The next meeting will be October 10, 2:30-4:30.

C. Vaughn, Recorder