

MINUTES: University Self-Study Steering Committee

DATE: May 30, 2001  
10:00am - 12:00noon  
Dean's Conference Room, Fine Arts

PRESENT: T. Birdwhistell, Co-Chair (presiding), C. Havice, R. Crystal, C. Currens,  
L. Edgerton, J. Hougland, G. Hoyt, D. Kalika, P. Kelley, T. Lillich,  
R. Mitchell, L. Nora, H. Schach, C. Vaughn

T. Birdwhistell called the meeting to order at 10:00 am and distributed copies of the Minutes and Agenda.

**MINUTES:**

The Minutes of April 11, 2001 were approved as distributed.

**UPDATE:**

T. Birdwhistell announced that J. Piccoro was out of town and unable to attend. He provided an update on the Self-Study Office following the May fire in the Administration Building. The Self-Study Office was up and running on the 18<sup>th</sup> floor of the Patterson Office Tower the day following the fire. Records from that office as well as the other offices in the Administration Building have been sent to Chicago to be freeze dried and preserved. They have not yet arrived back on campus. The Self-Study Office has found permanent space in the CATS Center in Memorial Coliseum. A date for the move to the new location has not yet been set. We will keep the group posted.

Several committee members asked if anything was lost in the fire that is not retrievable. A general discussion took place of what we have available electronically (all drafts of committee reports, Steering Committee Minutes, a great deal of correspondence). We will know much better what may be lost after the records are returned. Some of these may have to be photocopied in order to be useable.

C. Currens said that it was his impression that the things in the Self-Study Office were probably only water damaged. His concern was what other documents in different parts of the building (that are required by the Criteria as documentation) may have been lost. C. Havice said that contracts should be retrievable from the second parties involved. Her question was who is responsible for finding out what is missing and who is supposed to get it back? T. Birdwhistell said that he thought individual committees would be responsible for determining what supporting documentation they have and what they still need. They will then locate and gather that documentation.

J. Piccoro asked T. Birdwhistell to report that SACS has not yet appointed a Chair for our visiting committee. Several individuals contacted are unavailable. D. Carter has someone in mind and will be in touch with that person.

We can recommend individuals to serve on our visiting committee. People must come from institutions within the SACS region. If you know someone you think would do a good job, pass that name along to J. Piccoro and C. Vaughn. C. Vaughn will compile our list of names and forward it to SACS.

### **SECOND DRAFTS:**

C. Currens reported that we have received first drafts from all but one committee. We have received second drafts from approximately half of our committees. These drafts are being posted to the website as May draft. There is also to be a comparison between the first and second drafts so that those who reviewed first drafts can look at the second drafts to see what changes have been made. As soon as the May drafts are submitted and posted, C. Currens will begin working on a draft of the final report. Those committees who have not submitted second drafts should send them electronically to both C. Vaughn and C. Currens.

G. Hoyt asked what the role of individual committees would be following submission of second drafts. The group discussed this and came to the conclusion that the work of individual committees would basically be complete. The Steering Committee will work on compiling all the individual reports into a final report document. This needs to be finished by the end of summer. The draft of the final report is to be submitted to the President and others in the administration by the end of August. Following their review, the report will be made available to the entire University community for review and input. This should take place by mid-September so that any changes can be made and the document can go out to members of the Board of Trustees for their review. The report needs to be formally approved by the Board at their November meeting. The finished document will be sent to the Chair of our visiting committee and to SACS in December.

A discussion of how to make the report available to the University community took place. Fora have not been widely attended. The best method of making the report available for review will be to post it to the Self-Study website. An e-mail from the President to all faculty, staff, and students will inform the community that the report is complete and ask them to review it and respond.

Members of the Steering Committee asked how requested changes would be handled. This will be an ongoing topic of conversation as the report is completed. In putting together individual reports, committees have researched their areas, interviewed appropriate people, scheduled focus groups, and gathered documentation. They will want to stand by the reports they submitted. While we welcome any input, we do not guarantee changes will be made based on that input. Changes based on disagreement with specific facts will be easier to deal with. Changes based on the interpretation of those facts will be the most difficult.

## **COMMITTEE REPORTS RE SECOND DRAFTS:**

### Principles & Philosophy – T. Lillich

This report is being revised as T. Lillich receives access to the reports submitted by other committees.

### Public Service – R. Mitchell

R. Mitchell has submitted the Public Service report. This committee looked at over 70 different public service programs and may still have not covered everything offered by the University. There were no reports from the College of Nursing or Allied Health. The report from Arts and Sciences was sparse. They have no mechanism to determine what their public service offerings are. One problem the group encountered is how to determine whether or not the University is in compliance regarding public service when most programs/colleges do comply, but a few do not. One recommendation from the committee is that the University monitor public service offerings. We currently have no way to do so. The University does an enormous amount of public service and we should be proud of this and have a way to report it.

### Educational Programs – L. Edgerton

L. Edgerton thinks most of the Educational Programs subcommittees are on track. He will follow-up with L. Grabau regarding the status of the Undergraduate Program subcommittee report.

### Continuing Education – L. Nora

Second draft is complete and submitted. L. Nora asked if there are any plans to have President Wethington send a letter of thanks to committee members for their efforts to date. T. Birdwhistell responded that, at our next meeting, J. Piccoro will report on the planned involvement of President-elect L. Todd. Perhaps Dr. Todd will wish to send out a thank you letter.

C. Havice asked if everyone was feeling the need to close with individual committees. L. Nora has told her group that they will go to dinner or mark completion of their group's work. She asked if plans were being made to have an event following completion of the report and another following the site visit next April. Both events are needed to recognize the work put into this report by all members of the various committees and subcommittees.

G. Hoyt reported that L. Todd has agreed to meet with the Student Development subcommittee. Student members of this committee had dinner with Dr. Todd several weeks ago and asked if he would meet with their group. He agreed to do so. T. Birdwhistell said that he believes we are planning to ask President-elect Todd to attend a meeting of the Steering Committee in the near future. C. Havice said that we need to have completed enough work on our final report to be able to give Dr. Todd an overview of the report as a whole prior to inviting him to attend.

Distance Learning Subcommittee – R. Crystal

R. Crystal attended the meeting as the subcommittee's representative. He had no specific report from the group.

Institutional Effectiveness – D. Kalika

The Institutional Effectiveness Committee was able to get all survey data and to incorporate it into their second draft. D. Kalika has told his committee that they are probably finished.

Student Development Subcommittee – G. Hoyt

This subcommittee has taken some sections of its report and transferred responsibility for them to other, more appropriate, committees. A student member and G. Hoyt met with L. Grabau to transfer advising to the Undergraduate Program subcommittee. G. Hoyt met with Linda George regarding student loans and default rates. The subcommittee has gathered all its supporting documentation. They are waiting for a report from the Director of the Student Center and their report will be complete.

Professional Programs Subcommittee – H. Schach

The subcommittee plans to begin working again soon.

**OTHER BUSINESS:**

T. Birdwhistell asked if anyone had additional items to discuss. He informed the group that J. Piccoro has tentatively asked for the Steering Committee to meet every two weeks during the summer. This schedule will be reviewed/revised as we determine the amount of work to be involved in putting together the final Self-Study report.

C. Havice said that she is posting second drafts to the website. If anyone wants to review these, they can get an idea of what trends are emerging and whether areas of overlap exist.

T. Lillich asked how we are dealing with recommendations from committees for things that can be fixed prior to the site visit. T. Birdwhistell said that these "problems" are currently being submitted to J. Piccoro who routes them to the appropriate individuals in administration.

Our next meeting will be Wednesday, June 13 from 10:00am-12noon.

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C. Vaughn, Recorder