

MINUTES: University Self Study Steering Committee

DATE: April 7, 2000  
1:00-3:00 pm  
Old Board Room, Administration Building

PRESENT: T. Birdwhistell, J. Piccoro, Co-Chairs, (presiding), D. Harley,  
C. Havice, J. Hougland, D. Kalika, M. Molinaro, J. Thelin,  
C. Vaughn

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

#### ANNOUNCEMENTS:

J. Piccoro and T. Birdwhistell introduced John Thelin. John has agreed to serve as Chair of the Administrative Processes Committee. The Steering Committee welcomed John.

J. Piccoro informed the group that Ron Langley, Director of the Survey Research Center would be meeting with the Committee at 2:00 regarding the survey we will develop during the summer. The survey will then be conducted in Fall 2000.

#### STUDENT PARTICIPATION:

C. Havice has been in touch with the Committee regarding student participation. She has also been in contact with the Student Government Association. Of the original list of names forwarded as student committee members, only three responded. Two of these were unable to serve. As the various committees are beginning to meet, concern has been expressed about the absence of student representation. Because of C. Havice's contact with the SGA, one of the SGA Senators will follow up on this. During discussion, C. Havice learned that our students do not really understand the accreditation process or the self-study. If they understand the importance of this activity, students will be more willing to take part.

J. Thelin has a post-doctoral student who would be interested in this experience. He asked if it would be appropriate to recruit her as a committee member. The Steering Committee said it would definitely be appropriate for this student to take part.

#### COMMITTEE BUSINESS/COMMITTEE REPORTS:

One Steering Committee Chair expressed concern about a subcommittee Vice Chair who has not yet scheduled a meeting. The Committee discussed this issue. Most of the major committees have had at least one meeting. Several of the subcommittees have scheduled initial meetings. However, there are a few committees/subcommittees which have not yet met. For these, plans are being made. The group agreed that it is still too early to be concerned about this situation but stressed that all committees and subcommittees need to schedule at least one meeting before the end of the semester.

J. Piccoro called for committee reports.

M. Molinaro said that a member of one of her subcommittees asked if the survey would be a sampling or if it would be sent to everyone. J. Hougland said that during the last self-study, the survey went to every faculty and staff member. A sampling was done with students and former faculty. He does not know what our needs will be for this self-study. There was discussion about the possibility of completing the survey electronically. M. Molinaro will raise her original question with Ron Langley when he joins the group.

SUMMER SCHEDULE:

The meeting schedule for the Steering Committee through August will be:

April 21	1:00-3:00 pm
May 12	10:00 am-12:00 noon
June 14	10:00 am-12:00 noon
July 12	10:00 am-12:00 noon
August 16	10:00 am-12:00 noon

The meetings will be in the Old Board Room of the Administration Building.

RESOURCE INDIVIDUALS:

During his preliminary visit to campus, Dr. David Carter suggested that the Committee identify key resource individuals in each College and notify these people that the Committee will likely be in touch with them at some point during the study. He also suggested that we identify individuals in administration as resource people. There was discussion of who these individuals should be. A suggestion was made that the group look at the membership lists from both the Medical Center and Lexington campus institutional effectiveness committees. C. Vaughn will contact the chairs of these committees and ask for their membership lists. She will bring these to the next Steering Committee meeting for the group's review.

With regard to administrators who should be identified/involved in the self-study process, the question was raised of whether we need to limit this to the Vice Presidential level or go beyond that. Key administrators identified were:

Dr. Ben Carr	Central Administration
Dr. Juanita Fleming	Central Administration
Dr. Phyllis Nash	Vice Chancellor Academic Affairs, Medical Center
Dr. Shirley Raines	Vice Chancellor Academic Services, Lexington Campus
Dr. Bill Pfeifle	Distance Learning
Dr. Terry Turner	Institutional Effectiveness, Medical Center
Dr. Connie Ray	Institutional Effectiveness, Lexington campus

To determine the proper individuals to contact for Research and Graduate Studies and Information Systems, the Committee will contact Vice Presidents Bramwell and Williams.

Question was raised about our relationship with the Board of Trustees. It was noted that Dr. David Carter said that the Steering Committee should contact the Board and ask that they choose a Board member to serve as a resource person for the self-study. There was discussion about who the Board member should be. Comment was made that we want this to be of mutual benefit. We want an individual who would be helpful to us but who could also take information back to the Board.

T. Birdwhistell and J. Picoro will contact the appropriate Vice Presidents and will draft a letter to the Board of Trustees regarding resource individuals.

#### LEXINGTON COMMUNITY COLLEGE:

The group has previously discussed the issue of having representation from Lexington Community College on our various self-study committees. There was additional discussion of this issue. The last self-study included representation from the community colleges on various committees. However, the structure of the University has changed since that time. LCC is the only community college in the state which remains under the control of the University of Kentucky.

Some of our committees seem to be more appropriate for LCC representatives than others since there are more intersecting points between their programs and ours. The group determined that the President and Senate Chair at LCC would be the appropriate individuals to call regarding their desire to participate in this self-study. J. Picoro and T. Birdwhistell will follow-up on this matter by contacting LCC's President and Senate Chair.

#### SURVEY:

Dr. Ron Langley, Director of the Survey Research Center, met with the Committee to discuss the upcoming self-study campus wide survey. C. Vaughn originally contacted Dr. Langley several weeks ago with regard to getting a cost estimate for conducting a survey in fall 2000. In order to put together an estimate, R. Langley reviewed the surveys distributed to different members of the UK population during the last self-study. He also reviewed the Survey Research Center files from the previous study and pulled the appropriate information.

R. Langley has been in touch with Jim Wolf, who was Director of the Survey Research Center during the last self-study and has talked with him at great length about what we need to do. During the last self-study, all of the various committees were solicited for questions to be included in the survey. Reviewing the surveys which were sent, it appears that all the prospective questions made it into the final survey documents. R. Langley expressed concern that all questions should be relevant to what the Committee

wishes to learn. A survey that is too long will have a low response rate. He encourages the Steering Committee to focus on what data is needed rather than on actually putting together/wording the questions. By asking each committee to identify what type of information they need, we will probably be able to identify common patterns for information needed by more than one group. This will help keep the length of the survey down. If the survey is done the same way as last time, all faculty, professional and hourly staff will receive a written survey. Students and former faculty will be contacted by telephone. Survey questions will differ for each of these groups.

A Committee member noted that it is always best to rely on existing data when possible. When data is needed, determine if it already exists and how it can be accessed. Sometimes the data exists but the question is how to get to it for review and use. R. Langley noted that there is a lot of information that cannot be obtained simply by asking a question.

R. Langley recommends **not** going back to the previous survey as a starting point. He thinks that committees can determine the data they need to report and draft questions on that basis. When this is finished, committees can then take a look at what was done before. One Committee member stated that review of the previous survey would be useful in cases where we may need to make comparison. R. Langley agreed that the previous survey is useful for purposes of replication and comparison but again stressed that committees should not spend a great deal of time worrying about the wording of questions.

J. Piccoro asked at what point during the last self-study the surveys were distributed and how quickly this group needs to distribute its survey. R. Langley said that it appears the last survey was completed in March 1991. Committee members observed that we have a tighter time schedule than that of the last self-study. We need to complete the survey as soon as possible and distribute it in the fall.

One Committee member asked about the possibility of a web-based survey for faculty and staff. R. Langley said that the Survey Research Center does not have the technology to conduct an electronic survey and that these are generally not representative. There would be a problem surveying staff by this means since not all staff can access a computer.

M. Molinaro asked how soon questions need to be submitted. R. Langley said, to do the survey in the fall, questions need to be submitted by August. There will be programming and rewording done on the draft questions. The Steering Committee will need to review this to make sure that the meaning of the questions has not been changed. He would be happy to receive/review drafts of questions at any point prior to that.

J. Piccoro asked if the Survey Research Center has examples of any recent surveys which were well constructed. R. Langley said they do not have anything that would be comparable to what we plan. They have done client satisfaction surveys he would be willing to provide for the Committee to review. He is not sure how comparable these

would really be. Most of their work is either academic research or policy research for Frankfort. They have projects through the Department of Vocational Rehabilitation where clients are surveyed regarding their satisfaction with the services they receive. R. Langley stressed that questions have to be reviewed to ensure that they are asking only **one** question and that the meaning of the words in the sentence cannot be misconstrued.

R. Langley thanked the Committee for the opportunity to meet with them. He invited those with questions to contact him at [langley@pop.uky.edu](mailto:langley@pop.uky.edu). He will be pleased to meet with the Committee again as necessary and with the subcommittee that chooses the survey questions. T. Birdwhistell said we will be in touch with Dr. Langley when the subcommittee begins its work.

NEXT MEETING:

David Carter suggested that the Steering Committee review/rewrite the self-study goals and also review the **must** statements in the *Criteria* as a group. The Steering Committee will begin work on both of these tasks at the April 21 meeting. The meeting will be from 1-3 in the Old Board Room of the Administration Building.

C. Havice reminded everyone to contact her regarding student members.

ADJOURNMENT:

The meeting adjourned at 2:50 pm.

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Connie Vaughn, Recorder