

MINUTES: University Self-Study Steering Committee

DATE: February 7, 2001  
1:00 - 3:00 pm  
Old Board Room, Administration Building

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

C. Havice called the meeting to order at 1:00 pm.

### **MINUTES**

The Minutes of January 9, 2001 were approved as distributed.

### **DIRECTOR'S REPORT** – J. Picoro

J. Picoro welcomed two new members of the Steering Committee. Ann Doyle is sitting in for Mary Molinaro while Mary is on sabbatical. Ann is a member of the Information and Instructional Technology Subcommittee and is a new UK employee, working in the W.T. Young Library. Carlton Currens has been hired as the Self-Study Editor. He has a great deal of experience at other institutions, most recently with state government. Carlton has accepted the position on a full-time basis. The Editor's office is located in 101A M. I. King Library. C. Vaughn will send everyone a message with Carlton's e-mail and telephone number.

Members of the Steering Committee introduced themselves and provided the names of their committees.

### **Update on the Survey**

The faculty surveys were distributed sometime last week. J. Picoro asked who had not received a copy of the survey. From responses, the group decided that those individuals who had not received surveys were classified as administrators and would be on the distribution list for the survey to Deans, Directors, and Chairs. This survey should be distributed by Friday or early next week. The remaining surveys to TA's and PTI's should also be distributed early next week. Thus far, there has been about a 40% rate of return on the staff surveys. Some staff from the Medical Center said they had not received surveys. We will look into this and establish a route for these individuals to request copies of the survey.

We have received completed information from the student surveys done by telephone. This included surveys of undergraduate, graduate, and professional students. J. Hougland reported that he had reviewed the responses. If committees have a copy of the questionnaire to go along with the printout of the data, they should be able to use the information.

### Deadline for First Drafts

The deadline for first drafts (February 21) is rapidly approaching. Many committees still need data from the surveys. But, all committees need to go ahead and begin writing as much of their reports as possible. Survey data can be incorporated into the second drafts. Because of incomplete data, first drafts will not be posted publicly for viewing on the web. Individual documents can be put on each committee's private page so that only committee members can access them. Each group should also submit copies of all supporting documentation. These documents must first go to C. Vaughn in the Self-Study Office. If she does not receive a copy of each document, it cannot be used as supporting documentation in the report.

T. Birdwhistell and C. Currens are working on organizing materials. We will have a library of supporting documents at the King Alumni House. We will also have an electronic library posted on the web as SACS requested. A table showing how Morehead University had numbered their documents was circulated.

### Looking Ahead

In July, after Dr. Todd has settled into his new role, we need to schedule a meeting with him and have each of our chairs report on the status of his/her committee. The Chief Executive Officer's role in the self-study process is very important and we want to ensure that Dr. Todd is brought up to date.

## **COMMITTEE REPORTS**

C. Havice called for committee reports

### Faculty Committee – C. Peck-Heath

The Faculty survey is out. The group will meet tomorrow and see what they can address before receiving the survey results. Their work has been severely delayed by the delay in sending out the surveys.

### Educational Support Services Committee – A. Doyle

A. Doyle has only recently been put on the list to communicate with other Vice Chairs. She does not think a lot has changed with these groups since Mary Molinaro's report at the last Steering Committee meeting.

### Student Development Committee – P. Kelley

The committee is putting everything together for their first draft. They need the information from the student surveys.

### Educational Programs Committee – L. Edgerton

L. Edgerton just assumed this role full-time and is not completely "up to speed". He did attend meetings with C. Havice during last semester as his schedule permitted. He is aware that some of the subcommittees have been meeting and working.

### Public Service Committee – R. Mitchell

The group is getting ready to write their first draft.

Editor's Report – C. Currens

C. Currens has been reading reports from other institutions to see how these reports are set up and how we may edit our report. We won't be able to begin until we receive first drafts from committees. One item of note is that the language used in the Clemson grid of must statements has been changed from that used in the Criteria. It may be good for committees/committee members to go back and look at the actual Criteria when writing their reports. We will use the language from the Criteria in our final report to SACS.

C. Havice informed the Committee that the Criteria also contains should statements and that these are not included in the Clemson grid. We need to address the should statements in our report. The Clemson grid has left out two must statements that are in the Criteria. The appropriate committees will be notified about the missing statements.

Institutional Purpose Committee – D. Boyd

The committee has completed its first draft.

Institutional Effectiveness Committee – D. Kalika

D. Kalika has received input from the four different working groups of this committee and is assembling that into a first draft. The biggest problem he has found is getting groups to be specific.

Principles and Philosophy Committee – T. Lillich

The Principles and Philosophy group is different than the other committees. Their report will be a reflection of all the others in many respects. They have begun a first draft but it will not come together until all the other drafts have been submitted. The group is meeting next week to see where they stand. T. Lillich is beginning to get in touch with chairs of the other committees to put things together.

T. Lillich asked if we are going to do a book of Appendices as was done for the last Self-Study Report or if appendices should be included at the end of each section. J. Hougland said that in putting together the 1991 report, they tried to include in the appendices only those documents that would be used. The other documents were put in the King Alumni House. J. Piccoro said that we may be able to find out more about what we need when the chair of our visiting committee is appointed.

L. Edgerton asked whether groups will be making general or specific recommendations. J. Piccoro said that some recommendations may be general but others would be specific in nature. As an example, after the self-study process began, a subcommittee on Continuing Education was put together. As part of the SACS requirements, there is supposed to be one central location where a student can obtain a transcript of any continuing education work completed. A recommendation about this would be specific in nature. J. Piccoro also stressed that in areas where the University is doing a good job, this needs to be pointed out and emphasized.

C. Havice said that our report also needs to describe how the University has changed since the last Self-Study. A good deal of this will come under the purview of the Principles & Philosophy Committee.

J. Piccoro requested that all chairs send a written progress report to C. Vaughn via e-mail. This is required by SACS on a periodic basis.

Next Meeting

Our next meeting will be February 21 at 1:00pm in the Old Board Room of the Administration Building.

Adjournment

The meeting adjourned at 2:30.

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Connie Vaughn, Recorder