

MINUTES: University Self-Study Steering Committee

DATE: January 9, 2001
2:30 - 4:30 pm
Old Board Room, Administration Building

PRESENT: T. Birdwhistell, Co-Chair (presiding), L. Edgerton, D. Harley, D. Kalika,
T. Lillich, R. Mitchell, M. Molinaro, C. Peck-Heath, J. Picoro, A. Sparks,
D. Watt, C. Vaughn

T. Birdwhistell called the meeting to order at 2:30 pm.

The Steering Committee welcomed Lee Edgerton to the group. He will replace C. Havice as Chair of the Educational Programs Committee. Chris has continued to chair this group although she assumed the role of Co-Chair of the Steering Committee in August 2000.

MINUTES

The Minutes of December 12, 2000 were approved as distributed.

COMMITTEE REPORTS

T. Birdwhistell called for committee reports.

Computing Committee – M. Molinaro

Members of the Computing Committee have raised concerns about the February 21 deadline for submission of first drafts. There is no way this group can meet the deadline. They just began meeting several weeks ago. There is also concern about the writing guidelines and lack of survey data.

M. Molinaro will be leaving for Equador in three weeks. She is stepping out of her self-study roles during the time she will be gone. If a replacement cannot be found before she leaves, the Vice Chairs of the Educational Support Services subcommittees will be asked to attend the Steering Committee meetings and report on their progress. Mary does have a candidate to oversee the Computing Committee during her absence. She will report on that once it is confirmed.

T. Birdwhistell asked if there were other concerns about the February deadline for first drafts. C. Peck-Heath said that her committee is probably relying too heavily on survey data to complete its report. However, the group will do as much as possible in their first draft and submit what they have by the February deadline.

D. Watt asked if we had hired an Editor for the report. T. Birdwhistell reported that we have interviewed a candidate. The Executive Committee is still deciding whether to make this individual an offer. D. Watt asked if we have any backup candidates if this offer does not work. T. Birdwhistell said that we do not have backup candidates at this

time. We have made inquiries. It is difficult to find someone who is available to accept this type of appointment – of a full time job on a temporary basis.

SCHEDULING FUTURE MEETINGS

Following discussion, it was decided that Steering Committee members would check their calendars and send C. Vaughn their best meeting times for this semester. C. Vaughn will find the time most convenient for the majority and develop a meeting schedule.

DIRECTOR'S REPORT – J. Picoro

Update on Surveys

Last week all exempt and nonexempt staff received their surveys. The faculty survey is to be out by the end of this week. All telephone surveys are complete. There was no trouble getting responses to the student surveys and there was a fairly high response rate. The list of former faculty contained a lot of bad contact information so only about 75 former faculty completed the survey. We are not sure if this is a large enough sample to use. The surveys to Deans, TA's and Part-time Instructors should go out shortly after the faculty survey.

We have had good feedback on the staff surveys. They are easy to complete and don't take a long time. J. Picoro will call R. Langley tomorrow to get more specific information about the remaining surveys.

Editor

We have interviewed a good candidate for Editor of the Self-Study report and are prepared to make him an offer. If he accepts, we will ask him to attend the next (and all future) Steering Committee meetings.

Materials from SACS annual meeting

J. Picoro attended the SACS annual meeting in December. While at the meeting, he went to as many sessions as possible and brought back materials. For those sessions he could not attend, he also collected materials if possible. Several handouts were distributed to the entire Steering Committee. Other handouts will be sent out to specific committees/chairs.

One handout, "Which Criteria Are Cited Most Often?" was discussed. Maintaining appropriate documentation of faculty credentials is frequently cited by visiting committees. J. Picoro will send out a memo to all college deans letting them know the SACS requirements. He plans to request other committee members to join him in random spot checks beginning in March.

QUESTIONS/OTHER

T. Lillich has had some questions from an individual at the Medical Center asking what types of degrees the College of Dentistry grants. We have been gathering information on institutional effectiveness for some time. Where is that information to be submitted for entering into the institutional database? How will the data be used? K. Bevins plans to

speaking with C. Ray about this. D. Kalika stated that the same forms are being used on Lexington campus but that programs on Lexington campus are more clear-cut. Part of the problem in the Medical Center is that T. Turner resigned. A replacement for him has been hired so that should help things in the Medical Center shortly. The forms will be looked at by the Medical Center Institutional Effectiveness Committee, which is chaired by P. Nash. There should be room for adjustments to data that has been improperly interpreted.

ADJOURNMENT

The meeting adjourned at 3:05 pm.

Connie Vaughn, Recorder