

MINUTES: University Self Study Steering Committee

DATE: February 25, 2000
1:00-3:00 pm
Old Board Room, Administration Building

PRESENT: T. Birdwhistell and J. Piecoro (presiding), D. Boyd, D. Harley, C. Havice,
J. Hougland, D. Kalika, R. Mitchell, M. Molinaro, J. Schach, D. Watt,
C. Vaughn

Steering Committee Co-Chairs, T. Birdwhistell and J. Piecoro called the meeting to order at 1:00 pm.

ANNOUNCEMENTS:

The PBS assessment broadcast scheduled for Thursday, February 24, 2000 was cancelled due to technical difficulties at the broadcast site. PBS will send us a tape of this discussion. J. Schach and C. Vaughn will set up several viewing times to provide opportunities to see this film.

We have had a conversation with Dr. David Carter, our SACS liaison, and have planned a day for him to come to campus for his preliminary visit. Dr. Carter will be booked for the entire day. He will be here more to answer our questions than anything else.

As an addition to the agenda, the Committee discussed when the SACS visit will take place. We had hoped this visit could be scheduled for Fall 2002. However, following conversation with Dr. Carter, the visit will have to be moved forward to Spring 2002. Our reaffirmation decision must be made in December 2002. To ensure that this can take place, we need about five months before that date to do everything necessary. So, our visit will need to be scheduled for April 2002. If we wait and schedule the visit for Fall 2002, we will be putting ourselves at risk. Following discussion, a motion was made and seconded to send a letter to President Wethington recommending that the visit take place in Spring 2002. The Steering Committee voted unanimously in favor of this motion. Co-Chairs, T. Birdwhistell and J. Piecoro will draft a letter and send it to the President.

J. Schach will be an observer on a reaffirmation visit in Spring 2000. She will be visiting either the University of South Carolina or the University of Tennessee.

ESTABLISHMENT OF GOALS FOR 2002 SELF STUDY:

J. Piccoro referred the group to page 21 of the SACS Handbook for Institutional Self-Study, "Develop Self-Study Goals and Identify Expected Results". Committee members read this material prior to beginning discussion of developing goals. Committee members had previously received the "Goals of Self-Study, Institutional Effectiveness, and Strategic Planning" from the 1992 Self Study. Members brought copies of this document to the meeting. As a basis for developing goals for the 2002 self study, the group reviewed each of the 1992 goals to see if it was still appropriate for this self study. Following discussion, the list of goals developed for the 2002 self study is:

1. To evaluate the effectiveness of the University of Kentucky in fulfilling its mission as the Commonwealth's principal statewide institution for instruction, research, and public service, nationally recognized for the quality of its scholarship, research, and graduates.
2. To set the stage for the University to become one of the nation's premiere institutions.
3. To identify the University's strengths and weaknesses and recommend strategies for continually improving the quality of personnel, programs, and services.
4. To improve current planning and evaluation processes.
5. To update and clearly define the purpose and goals of the institution.
6. To strengthen the campus wide culture of continually improving institutional policies, procedures, practices, services, and data.
7. To obtain reaffirmation of accreditation with the Southern Association of Colleges and Schools.

OVERVIEW OF 1992 SELF STUDY DESIGN:

J. Hougland gave an overview of the 1992 self study design. He distributed a handout describing the 1992 Communication Plan. The 1992 Committee wanted to communicate to the University and have input from the University. The three major mechanisms for accomplishing this were surveys, forums, and print media.

The Steering Committee developed several surveys. There were surveys for faculty, administrative staff, and hourly staff. Random samples of students, former faculty, TA's, and part time instructors were also surveyed. Written surveys were administered where possible. Due to the difficulty of determining most recent mailing addresses for students,

they and former faculty were contacted for telephone interviews. These were administered by the Survey Research Center.

Forums were held throughout the process. The first meeting of the Executive Committee was held in January 1990. The first forum was in October 1990. Additional committee forums were held in the fall of 1991 and concluded in fall of 1992.

During the last self study, a newsletter was sent out by the Self Study Office to update the Committee as needed. The Communi-K and the Kernel were also used to disseminate information.

In addition to having input from the University through surveys, there is also University data which must be inventoried. The type and amount of data varied from committee to committee. J. Schach stated that we plan to have Connie Ray from the Office of Institutional Effectiveness speak to this group to give a feel of what data is available and to identify strengths and weaknesses in the area of institutional effectiveness.

J. Houglund stressed the need to communicate with the administration. If a committee finds an area where there is a problem, administration needs to be informed so that we can take appropriate action prior to the SACS visit. We will also address this in our report.

Each committee in the 1992 group developed a draft report. The Steering Committee reviewed committee reports and then sent them back to the originating committee for any changes, additional information, or documentation.

A subcommittee of the Steering Committee was established to design the surveys. It was comprised of members of the Steering Committee and three additional members – the Director of the Survey Research Center, a staff member from the Center for Business and Economic Research, and a member from the Institutional Effectiveness Office. J. Houglund suggested that we do some of the survey electronically using the web this time. He also stated that we would need someone to help implement the survey and suggested this be someone from the Survey Research Center.

REVISION OF SELF STUDY CALENDAR:

The Steering Committee discussed a new timeline for conducting the self-study. Based on a revised date for the SACS visit of April 2002, the timeline is:

Spring 2000	Preliminary Survey Design
Summer 2000	Design and Produce Surveys
Fall 2000	Conduct Surveys. Additional input through forums

Spring 2001	Draft of Committee Reports Due
Summer 2001	1 st and 2 nd Drafts or Reports Finalized. Institutional Response
Fall 2001	Finish Report by December 2001
Spring 2002	SACS Visit

REVIEW OF COMMITTEE STRUCTURE:

Members of the Executive Committee requested review and approval of the subcommittee structure. This structure was set up according to the SACS criteria. Several Steering Committee members commented that having the committee structure and membership in place prior to beginning Steering Committee meetings has saved this group a great deal of time. It took an entire semester to get this work accomplished.

The question was raised of adding additional committees or members and discussion followed. It was determined that additional committee members can be added as needed throughout the process. Also, a subcommittee for Physical and Fiscal Resources needs to be added and names generated for membership.

A motion was made and seconded to accept the committee structure and membership with the two provisions stated above. The Steering Committee voted unanimously in favor of this motion.

NEXT MEETING:

The next meeting of the Steering Committee is scheduled for Friday, March 10, 2000. The meeting will be held in room 104 of the Gillis Building. A tape of part of Dr. James Nichols' presentation on assessment will be shown.

ADJOURNMENT:

The meeting adjourned at 3:00 pm.

Connie Vaughn, Recorder