

Texas State SACS Compliance Certification Team Meeting
January 14, 2008 10:00-11:30
JCK 1140

Members present: Dr. Cathy Fleuriet, Dr. Gene Bourgeois, Dr. Ron Brown, Dr. Bill Covington, Ms. Lisa Garza, Dr. Michael Heintze, Mr. Joe Meyer, Ms. Nancy Nusbaum, Mr. Terry Ondreyka, Dr. Roseanne Proite, Dr. Edna Rehbein, Ms. T. Cay Rowe, Dr. Nico Schuler, Dr. Debbie Thorne, Mr. Don Volz, Dr. Michael Willoughby, and Dr. Beth Wuest.

Members absent: Dr. Robert Gratz.

Guests in attendance: Mr. Mark Hughes, Dr. Milt Nielsen, Ms. Rebecca Ormsby, and Ms. Carolyn Pate.

I. Roles of Institutional Leadership

Texas State Leadership Team

Dr. Fleuriet briefly reviewed the members of the Leadership Team. Those members are as follows: Dr. Denise Trauth, Dr. Cathy Fleuriet, Dr. Robert Gratz, Dr. Perry Moore, Mr. William Nance, Dr. Cynthia Opheim, Dr. Michelle Pope, Mrs. Becky Prince, Dr. Joanne Smith, Dr. Larry Teis, and Dr. C. Van Wyatt.

Compliance Certification Team

Dr. Fleuriet reviewed the members of the Compliance Certification Team. Those members are as follows: Dr. Cathy Fleuriet, Dr. Gene Bourgeois, Dr. Ron Brown, Dr. Bill Covington, Ms. Lisa Garza, Dr. Robert Gratz, Dr. Michael Heintze, Mr. Joe Meyer, Ms. Nancy Nusbaum, Mr. Terry Ondreyka, Dr. Roseanne Proite, Dr. Edna Rehbein, Ms. T. Cay Rowe, Dr. Nico Schuler, Dr. Debbie Thorne, Mr. Don Volz, Dr. Michael Willoughby, and Dr. Beth Wuest.

Quality Enhancement Plan Committee

Dr. Fleuriet briefly reviewed the QEP and announced the Co-Chairs of the QEP Committee -- Dr. Nico Schuler and Dr. Beth Wuest. Drs. Schuler and Wuest are currently scheduling meetings with various areas and creating a committee to select the topic.

II. Process and Timeline (SACS calendar handout)

The SACS Institutional Effectiveness (IE) Calendar was edited for the Compliance Certification team and is posted on the University Planning and Assessment website. Dr. Fleuriet reviewed the calendar and brought attention to the highlighted dates and items of interest. The Compliance Certification must be submitted by September 10, 2009. The off-site SACS Review is scheduled for November of 2009. Dr. Fleuriet will negotiate to get on-site reviews in March.

III. Communication Concerning Reaffirmation

Meeting minutes will be taken in order to support communication throughout campus. All areas are encouraged to keep meeting minutes also.

Dr. Fleuriet mentioned that the external website will have more links added and reviewed items to be added to the site as work progresses.

SACS Website (Internal and External)

Dr. Milt Nielsen reported that there will be multiple websites including an internal site, integrated to the external site. Items submitted will go through IE and be given to Information Technology (IT) when it is ready to be added to the site. Some possibilities for searching the site were reviewed. Dr. Fleuriet added that there may be some formatting of information that designers will be able to work directly with Dr. Nielsen and his team before submitting to IE and the internal website will be viewed as read-only and only the Compliance Team will have access to this site initially. IT will lock, or freeze, the data according to our timeline.

IV. Responsibilities for Core Requirements and Comprehensive Standards (handout)

SACS Assignments

Dr. Fleuriet reviewed the assignments handout and asked members to add their names to the requirements and standards so that she may edit the document.

Narratives (handout)

Dr. Fleuriet reviewed the Editorial Guidelines handout and asked that narratives follow these guidelines at all times. Narratives are showing continuous improvement and should be longer than one paragraph. An editor will be hired to come in and edit the Compliance document before it is submitted to the Commission on Colleges. Dr. Fleuriet asked all in attendance to visit the SACS website.

Documentation

Dr. Fleuriet mentioned that documentation would be listed in each narrative as work in progress and that links would be included to pertinent information.

V. Other Issues

It was stated that the Dean of each College is responsible for submitting accurate data for the student learning outcomes. Questions arose as to what date the information would be “frozen” and submitted to SACS. Dr. Fleuriet said the final freeze date would be July 1, 2009. Dr. Fleuriet will be meeting with other universities that are on the same timeline and would negotiate dates with them.

Future Compliance Certification Team Meetings

Dr. Fleuriet announced that the next meeting would be scheduled for the week before spring break.