



SACS Steering Committee Minutes November 30, 1999

Attending: Dr. Bob Johnston (Chair), Dr. Richard Harrison, Dr. Mark Fissel,
Dr. Jim Garvey, Dr. Ray Whiting, Dr. Bill Nelson, Dr. Jurgen Brauer,
Dr. Diane Fennig, Mr. Julian Veal, Ms. Mary Davis, Ms. Jackie Stewart,
Ms. Laura Nichols, Ms. Vera Boyll, and Ms. Alice E. Benedict (Student)

Meeting Location:

The SACS Steering Committee will meet December 14, 1999, at 1:30 p.m., Boykin-Wright.

Meeting Agenda:

Please review the agenda posted to the ASU-SACS list-serv and advise Ms. Nichols of changes.

Minutes:

- 1) The SACS Steering Committee approved the minutes dated November 23, 1999, as read.
- 2) Dr. Johnston reported that the updates to the SACS web site are complete. Please review the web site and forward any comments to the SACS Administrative Office.
- 3) The committee discussed issues concerning the need for a substantive change notice for Distance Learning programs at ASU. The Board of Regents may negotiate with SACS to acquire a blanket accreditation for Distance Learning on a system wide basis. Dr. Nelson will provide Dr. Fissel with the name and telephone number of a contact at the Board of Regents.
- 4) Dr. Whiting reported that the Institutional Effectiveness Committee has reviewed 51 unit reports to date. Only 5% of the reporting units are in compliance with Section III of the *Criteria*. Most units have a mission statement with corresponding goals but are lacking evaluation procedures. Only two of the academic units show historical data for the past nine years. The reports also failed to show one complete cycle of review. Many units reported on Section 3.1 and left out Section 3.2.

A memorandum concerning the status of compliance with Institutional Effectiveness, a detailed list of the findings for each respective unit, and the unit reports will be returned to each unit with the following recommendations:

- All matrix reports are to be corrected as indicated and submitted to the SACS Office by February 15, 1999.
- All units need to write an all inclusive, expanded narrative explaining in depth:
 - a) the evaluation efforts for the last nine years
 - b) what the unit learned from those evaluations, and
 - c) how the unit used this information to improve its operations
(use of results is critical)

- All units must create a second unit matrix that covers only the period from January, 1999, to January, 2000. This matrix should detail the results of evaluation procedures for the last year.

Overall, the academic support and the administrative units appear to be in better condition than the academic units. If we do not significantly improve in demonstrating and documenting Institutional Effectiveness, ASU will run the risk of being cited by SACS for non-compliance and be placed on probation.

- 5) The committee extensively discussed Dr. Whiting's report and agreed that these findings should be reported through established communication guidelines. Dr. Whiting will officially report his findings to the ASU SACS Steering Committee on December 10th. Dr. Johnston and other members of the steering committee will meet with Dr. Bompert in Atlanta to further discuss these findings.
- 6) The committee discussed the advantages and disadvantages of the matrix. It was recommended that the matrix be required of each unit on an annual basis to show compliance with Institutional Effectiveness. This tool does an excellent job of showing both progress and deficiencies.
- 7) Dr. Richard Harrison reported that the Educational Programs Committee has reviewed 10 out of 27 reports. A cursory review shows many areas of non-compliance. Upon completion of their review, a joint evaluation will be submitted to each unit for modification. This report will list each "must" statement, the unit's response, and the Educational Programs evaluation. If the units fail to modify their unit report, then the evaluation of the Educational Programs Committee will stand. Dr. Harrison believes that we are in compliance in many areas, but this information was not adequately reflected in the unit reports.
- 8) Ms. Mary Davis reported that each member of the Administrative Processes Committee has been assigned unit reports to review. Each member will report their findings to Mary by Friday, December 3rd. Ms. Davis and Dr. Brauer will review these reports and submit a final report to the ASU-SACS Steering Committee by December 10th.
- 9) The committee discussed the importance of having an Institutional Effectiveness Director.

Meeting Adjourned