



SACS Steering Committee Minutes December 14, 1999

Attending: Dr. Bob Johnston (Chair), Dr. Bill Bompart, Dr. Richard Harrison, Dr. Mark Fissel, Dr. Jim Garvey, Dr. Bill Nelson, Dr. Jurgen Brauer, Dr. Diane Fennig, Dr. Gordon Eisenman, Mr. Julian Veal, Ms. Mary Davis, Ms. Roxann Bustos, Ms. Carolyn Ingraham, Ms. Laura Nichols, Ms. Vera Boyll, and Ms. Alice E. Benedict (Student)

Meeting Location:

The SACS Steering Committee will meet December 21, 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 30, 1999, as read.
- 2) Dr. Bompart mentioned some Self-Study problems that had been brought to his attention.

Problems:

- Some units have complained about getting mixed signals from the principal committee evaluators.
- The General Education Committee turned in a unit report before the department chairs responsible for teaching core courses had an opportunity to review the report.
- Although the guidelines for addressing the five self-study goals instructs all units to develop a report with a separate section detailing their contributions toward each goal, some non-academic units may not make contributions applicable to the five self-study goals.

Proposed Solutions:

- The communication problems will be brought to the attention of the principal committee chairs. The principal committee members need to be concise and consistent in conveying information to the units.
- Dr. Fissel stated that the General Education Committee could not wait for chair approval because of the time constraints under which they had to operate. They did discuss this unit report with Dean House. Dr. Fissel requested that all SACS reports be sent to Dr. Kim Davies. Dr. Fissel and Dr. Davies will meet with Dean House and ultimately take all policy and procedural recommendations to the Faculty Policies Committee.
- When the guidelines for responding to the five self-study goals were updated, a memorandum was sent out to the non-academic units instructing them to address each goal "where appropriate." The SACS Steering Committee realizes that some of self-study goals may not be applicable to the non-academic units.

- 3) The committee discussed options for alleviating some of the communication problems and answering unit report questions. The following action plans were discussed:
 - Send a memorandum of instructions concerning:
 - a) how to respond to the self-study goals
 - b) where to direct questions (i.e., All Institutional Effectiveness Committee questions should go to Dr. Whiting.)
 - Hold a series of meetings to answer questions
 - Distribute a sample matrix and highlight good matrix qualities
 - Hold a single meeting in the Towers to provide feedback and offer assistance [i.e., answer questions, provide contact information, stress key points (such as, documentation and use of results), include historical data, encourage participants, etc.].

The general consensus was that a single meeting would offer the best solution.

- 4) Dr. Bompart reminded everyone that we should not be overly concerned at this point. The initial reports are a first draft. If a unit is not documenting effectively, then we need to communicate this fact. If a unit is not doing enough in certain areas, then we need to communicate this fact. The purpose of the self-study is “self” evaluation and improvement. The job of the SACS Steering Committee is to find areas that need improvement.

- 5) Chair Reports:
 - Ms. Mary Davis reported that many of the administrative unit reports are missing documentation and have inadequate evaluation procedures.
 - Ms. Roxann Bustos reported similar findings by the Educational Support Committee. Ms. Bustos asked if all the unit reports have been received. Public Safety is the only unit that has yet to turn in a unit report. The Interim Director of Public Safety has been notified.
 - Dr. Harrison distributed copies of the Education Programs Committee Preliminary Report. He had questions concerning advising, distance learning, consortial relationships, etc. His committee members will continue to verify documentation between now and February 15th.

- 6) Dr. Johnston reported on information gathered from the SACS 1999 Annual Meeting. We must supply the SACS Visiting Committee with a hard copy of all documentation. Not all members of the visiting committee will be computer literate. In 1998, 50% of all the institutions had recommendations under Institutional Effectiveness. Of these institutions, 30 to 40 percent received follow-up recommendations concerning Institutional Effectiveness. SACS will look for any and all historical documentation. If we can show three years worth of historical documentation, SACS will be delighted. The units must “close the loop” and show “use of results.” The semester conversion provided ASU with assessment data. We need to show how this data was used to make changes. SACS prefers outcome oriented evaluation techniques as opposed to process oriented evaluation techniques.

- 7) Each committee member has been assigned to review the preliminary committee reports and unit reports as listed below.

Institutional Effectiveness Committee

- 1) Ms. Jackie Stewart (Chair)
- 2) Dr. Jurgen Brauer
- 3) Dr. Sandra Reinke
- 4) Dr. Bill Bompart

Administrative Processes Committee

- 1) Ms. Vera Boyll (Chair)
- 2) Ms. Roxann Bustos
- 3) Dr. Richard Harrison
- 4) Dr. Bob Johnston

Educational Programs Committee

- 1) Dr. Gordon Eisenman (Chair)
- 2) Dr. Mark Fissel
- 3) Ms. Carolyn Ingraham
- 4) Dr. Ray Whiting

Educational Support Committee

- 1) Dr. Bill Nelson (Chair)
- 2) Dr. Jim Garvey
- 3) Ms. Mary Davis
- 4) Mr. Julian Veal

All preliminary reports and unit reports are available in the SACS Administrative Office. Public Safety is the only unit that has not submitted a unit report. Vice President Barnabei has been notified of this fact. It is the role of the SACS Steering Committee to identify and communicate problems, not to fix problems.

Meeting Adjourned

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