

Institutional Effectiveness Team

Minutes

October 30, 2006

1:30 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):

Shawn Brayton, Debbie Bundy, Pam Chally, Neal Coulter, Imeh Ebong, David Fenner, Faith Hall, Shirley Hallblade, Deb Kaye, David Jaffee, Marianne Jaffee, John McAllister, Tom Serwatka, Mark Workman

AGENDA

The purpose of today's meeting was to discuss any areas that are in partial or non-compliance. Shawn noted that SACS is changing several criteria and adding new ones that may affect how UNF demonstrates compliance. She will send an electronic document detailing the changes as soon as they are finalized.

The group also briefly discussed possible styles / formats for the narrative. Shawn is looking at tools available to share documents among multiple users instead of emailing them back and forth. A format has not been finalized yet as the group is still focusing on the content of the report. Committee members are asked to provide specifics when citing supporting documentation for compliance (e.g. paragraph, section). Shawn will share the formatting specifics with the group at a later date.

Areas in partial or non-compliance

The criteria addressing faculty development is possibly only in partial compliance. What steps are being taken to provide continuous improvement across university divisions?

UNF's Global MBA program requires students to take classes at other institutions. Will the exchange agreements with those schools suffice as documentation of compliance? Shawn is working with the SACS liaison to determine exactly what this criterion is addressing.

There are several questions about criteria related to the Library. For Standard 3.8.1 there is no hard evidence that clearly demonstrates that the library is meeting program needs. Could a survey be used to measure changes in learning? University Librarian CV's will be provided as supporting documentation that a sufficient number of qualified faculty and staff exist to provide level of service to students. Academic Affairs is working with HR to produce documentation for sufficient qualified staff. The SUS job classifications, not individual job descriptions, should be used for this purpose.

Continuing Education appears to be in compliance. However, there are some concerns related to their outreach programs and centers. These may need some work, depending on how far SACS will delve into this. All Institutes and Centers should be filing annual reports with ORSP and those reports should be enough to demonstrate compliance.

For Standard 3.2.1 (Intellectual Property) UNF's current policy did not address students. This policy has been updated and is being routed through proper channels for approvals. Once finalized, UNF will be in compliance.

Standard 3.5.1 (Competency in General Ed core) is partially in compliance. There were concerns as to how to demonstrate that UNF meets this criterion. The CLAST will not work in this case. William and Mary is being looked to as a model.

Review of the administrative evaluation process is underway. This appears to be in partial compliance.

There is a new SACS criterion regarding faculty credentials. UNF may not meet compliance due to the new language. The 2007 classes will be the first group to fall under this new language. It is unclear at this time how to demonstrate compliance for this item. Shawn is working with SACS to determine exactly what this criterion addresses.

Standard 3.4.11 is in compliance but there may be problems providing hard documentation.

Academic and administrative assessment activities must be underway in January 2007. This timetable allows for the assessments to take place and for improvements to be derived from them.

The makeup of the QEP committee will be addressed at a future meeting. The next meeting is scheduled for Monday, November 6 at 1:30 PM.

Meeting adjourned at 2:35 PM. Minutes submitted by Michele Czerwinski.