

Subcommittee meeting minutes of 5/5/2011 with Laura Stafford

1:30-3:10 with Nancy Cammack. We went item for item over the list submitted by Carol Barbay and located the Data Request answers that Nancy has been collecting. Also went over the changes from the COC site and the minutes from my individual meetings with team leaders. Particularly we focused on the ones of concern for Jodi and Shannon as these need data from Petra and Nancy is going to work on that. We also discussed the SACS TALK newsletter that is going out in May as the quarterly issue and I will write the section giving an update on the Compliance Readiness Audit. We agreed to keep the back page list of team leaders, but include the revised Mission statement so people could get familiar with it. We also decided that we have to address the 3.13 since no one had been assigned it, but we divided the new Federal Requirements between Beau Duncan (distance ed issues) and Jodi Hutchins because 4.9 deals with credit hours and one of her sections covers that. I took copies of information that Carol Barbay requested to deliver to her at my next meeting so she could upload them into her narratives as PDF documents.

3:15-5:00pm with Carol Barbay. I gave Carol the documents collected from Nancy for her section and we went over each of her items below and logged into Compliance Assist to check on certain Resource Box items she created. Her charts to document the results of the Faculty survey were very helpful to the narrative about the institution supporting faculty development. I have included her notes as to the standing of each item on her list.

TO: CERTIFICATION COMPLIANCE TEAM

FROM: Carol Barbay, Ph.D.

DATE: 5-2-11 [Revised 5-5-11 after conferring with Laura Stafford]

TOPIC: Problems and Missing Information in Faculty Sub-team Area of Certification Compliance Narrative

RE: Comprehensive Standards 3.7.2, 3.7.3, 3.7.4, 3.7.5 relating to Faculty Evaluation, Faculty Development, Academic Freedom and Faculty Role in Governance, respectively

3.7.2 Faculty Evaluation

Waiting for examples of completed F.208 and F.208A forms reflecting evaluation of full time and part time faculty [Laura will work on this one]

Question: how many completed forms do we need for full time and part time faculty [we will see what response we get from Department Heads]

Waiting for completed SUMMA forms used in evaluating full time and part time faculty [Laura will work on this one]

Question: do we need examples of written comments as well as the scantron-type responses [Laura will work on this one]

by contacting Department Heads as recommended by Cammack for the ones above.

Waiting for data relating to results of online anonymous evaluation of online courses administered by Dr. Stretcher [Nancy may have this information?]

Waiting for results of anonymous evaluation of online courses available from Glenda Dupuis from Business, Mathematics and Science Department [Nancy will get folder from Beau Duncan and give to CB]

Waiting for results of request for information as to how and whether Performance Review of Tenured Faculty is used at LSCPA [Laura gave CB documents to scan, upload in pdf format and link to narrative]

3.7.3 Faculty Development

Editing issue -> How to indent paragraphs of quoted text from document sources [Laura/editorial team will work on this one]

~~Waiting for pdf format documents relating to WebCT Help Guide title page and table of contents to support training of online faculty received and linked~~

~~Question: how to summarize results of faculty development day/in-service meeting survey (4-21-11) and use in CC narrative in this section. Will be summarizing responses relating to TCCTA participation, Great Teaching Round Up participation, as well as participation in Leadership Institute, Annual SACS Convention. Can include number participating by department, for example. [Discussed and linked, 5-5-11]~~

Question: concerning faculty development/in-service meetings relating to assessment, should we include topics only or include number participating. Should we include as requirement resources links to pdf-forms of handouts distributed? [Decided after conferring with Laura on 5-5-11 to summarize topics in the narrative as examples]

3.7.4 Academic Freedom

~~Need to find reference to specific procedures for protecting academic freedom from TSUS Rules and Regulations and include as requirement resource [after conferring with Laura on 5-5-11 decided current narrative is adequate]~~

3.7.5 Faculty Role in Governance

~~Waiting for list of standing committees from Dr. Gongre and Dr. Hutchins (action request submitted)[Laura provided Carol with documents to scan, upload as requirement resources and link for this issue] [Carol and Laura decided to group faculty activities in this area as 1) governance (Faculty Senate/subcommittees and Standing Committees) and 2) other academic matters (reaccreditation CC team and QEP committee ←---Laura will confirm this grouping from her notes from 5-5-11]~~