



**SACSCOC ADVISORY
MEETING
LAMAR UNIVERSITY
2017**



Dr. T. Hefner-Babb, Executive Director
LAMAR UNIVERSITY Office of Planning & Assessment

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: Meeting with SACSCOC Liaison & QEP Director

Time: 8:30 AM

Participants: Dr. Charles Taylor, Dr. Theresa Hefner-Babb, & Dr. Judith Mann

Dr. Hefner-Babb-

Leadership team is rather large-opted for that so we could have a broad base coverage

- Each committee has been given their set of standards from previous affirmation to be able to use for review.
- Each committee needs to make sure they all take good notes
- One committee is not final yet, but the others already have their members
- Each committee will meet and review the content and then will submit to Dr. Hefner-Babb for approval. There is an editor that will be reviewing each of them as well.

Dr. Taylor mentioned that faculty, staff, student enrollment needs to be looked at as soon as possible, you will also be asked for the financial information.

Dr. Judith Mann-

QEP- Campus retention is an issue; we will be focusing on a change in retention with our QEP.

- Stay focused
- Make sure that QEP is part of the institution
- Start documenting, with assessment
- Target how successful each area is
- Look at goals and pick something that you can directly assessment.
- Make certain to attend the QEP meeting at the annual conference in December.

Dr. Hefner Babb- Data capture time frame for the faculty roster is due is April 18, 2018.

- Dr. Taylor said to make certain that Spring 2018 is done.

Institution Assessment Student Learning Outcomes

- Dr. Taylor suggests if there is no improvement tell them to start now, academic departments information is in Weave. The reporting time is Sept. 2017. Ask faculty to document any changes in syllabus, or did they receive another degree, did they change the timeline? Take someone from outside the departments and have them ask "What improvements have you made?"
- Jarrod Rossi is the Coordinator of Institutional Effectiveness and is working to input the information into weave. April deadline is good, but have a deadline of August-then make adjustments in the spring so will be ready for fall deadline.

Dr. Taylor asks if we have hospitality committee

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

- Whomever you get to chair this committee make sure they like to be a host and that they have the roster that will be sent of who will be here one week before the visit.
- He mentioned having a worksheet for all who will be helping with a breakdown of all events and times. There will be an outline sent closer to the time.
- Someone needs to be shadowing Dr. Hefner-Babb if something happens before the site visit. Dr. Kevin Smith is helping Dr. Hefner-Babb in case something happens.

Student services and administration component

- Dr. Kevin Smith is working on them with academic affairs.
- What does the organization charts look like? Dr. Smith is working on those as well.

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: SACSCOC Leadership Team

Time: 9:30

Participants: Dr. Theresa Hefner-Babb, Dr. Judith Mann, Dr. Charles Taylor, Dr. James Marquart, Dr. Kevin Smith, Dr. Brenda Nichols, Dr. Paula Nichols, Dr. Henry Venta, Dean Spina, Dr. Jim Sanderson, Dr. Zanthia Smith, Dr. Greg Marsh, Dr. Sirivas Palanki, Dr. William Harn, Ms. Katrin Brent, Dr. Joe Nordgren, Ms. Shawn Gray, Dean Holtzhausen, Ms. Katherine Miller, Ms. Sarah Tusa, Ms. Priscilla Parsons, Mr. Michael Ruland, Dr. Gwinyai Muzorewa

Dr. Hefner-Babb welcomed Dr. Taylor-

Dr. Taylor - Will give the best practices information for the site meeting

- SACSCOC will be on campus April 2019
- Will be here for 2 ½ days
- Make sure everyone on the committees are available for those two days
- Compliance certification is due Sept. 2018
- Keep timeline in mind-new principles, look at changes-the current policies may change in December 2017.

Dr. Palanki-what are the terms of the QEP? Dr. Taylor stated implement, put in place, then go live. Sometimes there will be a pilot done. Do not implement until the committee comes in and approves the QEP. The QEP is being discussed and incorporated into the institutional strategic plan. The annual meeting December 2017 will discuss on how you incorporate the QEP. If you are comfortable with the plan, you can add it into some courses, but you will have to do some tweaks. The QEP should have direct and indirect plans.

Dean Spina-Questions regarding the Instructional Assistants in the Education department. Dr. Taylor let us know that the THECB does not use acronyms, try not to use them.

- Instructional Assistants have to verify the qualifications and have met the standard for grad level courses.
- If they are not a teacher of record, then they will not appear on faculty roster.
- They are to be listed under faculty adequacy.
- Make certain that your guidelines

Dr. Derina Holtzhausen-

Academic leadership, you have someone that is a vice president, but they do not report to the Vice President of Academic Affairs. Dr. Taylor mentioned that you would have to show who reports to who. Could report to another category.

Ex: ASL-we have bachelors, masters, and doctrine- The student gets the degree bachelors in ASL, a Master's in education and a Doctrine in ASL.

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Dr. Taylor stated that each one of those areas has to show a program director. A student cannot get a degree in a certain area without support. If there is not a program director, then everything falls under the Chair. An administrator that use to be faculty could be a program coordinator.

Dr. Kevin Smith asked Dr. Taylor what is the latest view on the definition of credit hours.

- Go to federal level for the definition of credit hours is the first thing to do
- Look at your current credit hours
- Make certain that you cover all of your areas

Credit Hours-

Dr. Palanki asked is there any issues with the credit hours for online classes.

Dr. Kevin Smith said we try to tie student credit hours with the student learning outcomes. As for the federal level, there have not been any changes.

Dr. Taylor mentions that we should start asking instructors to start looking at them so that when a committee walks in, they will feel comfortable with the answer they give. Make certain that you document the number of students you have and that you have the correct number of Instructional assistants for the course.

Dr. Palanki- face-to-face courses reach the credit hours easily due to meeting face to face the online courses seem to have an issue with the contact hours on the credit hours.

Dr. Venta- with face-to-face or online same course, the course is the same when both are taught in same semester having 45 contact hours. They use the same materials.

Dr. Taylor- says the committee realizes that you cannot keep in contact with all online students, but the definition of credit hours come into play with regarding sections having a certain number of credit hours. You need to make sure that the student learning outcomes are the same.

Weave-

For institutional effectiveness, do we need to reference what we are using in Weave? For the assessment component, if you follow the trend, a certain number of goals and assessment pool data from the assessment and you have an analysis. Did you make any improvements? Currently using Weave that is similar to all the other components in the institution use that language and will show that student affairs are basically doing the same process.

Assessment in Weave is being done by Dr. Venta.

Dr. Taylor -stated that if you do not have the student assessment in past tense, it will be out of compliance.

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: Faculty Qualifications

Time: 10:30 - 11:30

Participants: Dr. Gwinyai Muzorewa, Ms. Susan Tribes, Dr. Zanthia Smith, Dr. Greg Marsh,
Dr. Theresa Hefner-Babb, Dr. Judith Mann, Dr. Charles Taylor

Dr. Taylor (T): Let's start with a round of introductions – tell me your name and what you do.

Susan Tribes (ST): Dr. James Marquart's office, GateKeeper of Faculty information

Dr. Greg Marsh (GM): Director of Institutional Research and Reporting, Facilitates State and Federal reporting.

Dr. Theresa Heffner-Babbs (THB): SACSCOC Liaison – Receive DOQ (Document of Qualifications) from ST, review, sign-off acceptance or declining new hire's qualification to the hired position. Kathy Wood assist in this role.

Kathy Wood (KW): Once THB signs off on the DOQ, I enter DOQ into SQL, allowing faculty to upload CV and syllabus. I put credentials in there as well.

T: I am here to be your best friend and tell you what you need to know to be successful. In reviewing your documents, I need to remind you that when you are producing your report,

- Reduce your use of acronyms.
- Create a legend (key) of acronyms
- Place this at the top of the page, not at the end.
- Include the name with the acronym every few pages

Transcripts: What are you providing to substantiate qualifications?

- Provide transcripts for faculty
- For Business, and similar faculty positions, use other qualification supporting instructional positions
- Provide Degree provider (Ensure that the degree provider is an acceptable degree provider)
- Write out the degree name – some degrees have the same abbreviation for different degrees
- List / Look at the courses taken (an MBA may not have any accounting coursework, thus may not be able to teach accounting courses).

THB: The Roster, are we to include courses faculty are teaching in the Fall and Spring?

- For Faculty Qualifications, Sam Houston has an online version of SACSCOC roster
- Reports by semester
 - o Faculty Name
 - o CV
 - o Syllabi for Courses Teaching
 - o Degrees and Additional Qualifications

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

- In ABC order by department
- We are looking at assembling this.

T: This is *very* good direction.

- Have you Masters and Doc level at 5000? Level. Make sure these are located in the Key as well.
- Ensure that there is no Masters level faculty teaching Doc level courses.
- ARSC? Be sure that credentials are clear, label them so that outside reviewers from different states can quickly and easily understand.
- Substantiate all faculty credentials. If you have a BA teaching a graduate course, why?

Clarify where you keep faculty info and who has access to faculty info (HR & Susan)

- Ensure those that have access have been trained on confidentiality
- Be able to provide that training to the committee
- Ensure that HR office is aware of protocols and procedures for receiving, filing, and securing faculty credentials

What about for non-academic staff? Clarify this.

Question – Topics Course/Seminar Course need to have topics listed & Faculty need to have credentials substantiating their ability to teach those courses.

The roster should have:

- A column with faculty name
- Degree and Institution
- Qualifications for specific course teaching

Faculty Headcount

- Know the number of Faculty (FT and PT) and tenure track. You will need to know for the committee visit for the previous semester.
- November – the off-site committee will look at the data, review for issues of noncompliance, and will gather questions for you to respond.
- The report is due at the same time as the QEP Report – late Feb.
 - If a person is no longer teaching, don't put them in the report (compliance statement).
 - Committee will look at incoming faculty
 - Will look closely to ensure credentials are substantiated
 - The committee will look at full-time faculty primarily.
 - Faculty teaching in different departments – put under PT with explanations.
 - Ensure that you are evaluating Library faculty & staff credentials and that these are all qualified and credentialed.

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: Educational Policy

Time: 11:00 – 11:30am

Participants: Dr. Robert Spina & Dr. Jim Sanderson, Dr. Theresa Hefner-Babb, Dr. Charles Taylor, Dr. Judith Mann

Dr. Robert Spina (RS): Committee is broke up and looking at different components. I'm involved in admission criteria.

- Online Version of Faculty Handbook is outdated
 - o Mission Statement is different
 - o Colleges and Departments need to review and have their updated mission statements and have these incorporated in Faculty handbook.

(T): One thing that gets institutions in trouble is when the Faculty, Student, and Institution Handbook are not synchronized – having different mission statements for non/academic mission statements. Or if when the committee arrives, they pull an old mission statement from a department.

Admission criteria for certain programs.

- Ensure that admission office has updated information for each departments admission criteria

Dr. Jim Sanderson (JS): I just looked at University Policy. I only found two issues:

- Issues with hyperlinks
- Examples are a bit out of date. Do we need to give the examples?

T: The issue is policy- the examples show evidence the curriculum committee is taking action. The examples show that the Board acted on the policy.

JS: Current Board minutes to demonstrate action.

T: Hyperlinks – make sure that the links work.

- Best practices – link to the place that it is supposed to.
 - o Make a PDF and link to the PDF

JS: One other issue – CDE section Difference between Policies and Procedure

T: Make certain people differentiate between policies and procedures

1. Policy = Board (State, University, College, Department) Levels
2. Procedure = implementation and process

Admission & Recruitment

Admission Advisors – under Provost (office of Recruitment) with Executive Dir. Position over this. Look over the recruitment materials for Mission Statement.

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: Governing Board – Evaluation of Regents & Distance Education

Time: 11:30 – 1:00pm

Participants: Dr. Kevin Smith & Dr. Marquart; Dr. Brenda Nichols & Dr. Paula Nichols, Dr. Charles Taylor, Dr. Theresa Hefner-Babb, Dr. Judith Mann

Dr. Taylor-

Distance Education – This is the biggest issue that needs to be emphasized, and institutions get sited on this the core requirement, and faculty standards, make certain to answer areas dealing with anything dealing with education and student education in distance education areas as well. Institutions tend to miss that.

Distance Ed Fees-

Dr. Paula Nichols-says that in Distance Ed, some professor's use proctors for exams.

Dr. Taylor- Make sure that you have written procedures for privacy.

- Make sure you periodically go in and review the contracts and make note that you have reviewed your policies and procedures.

Something from the last reaffirmation from 10 years ago-

Dr. P Nichols-IA's were new, and we received a warning

Dr. Smith said that there were issues with sections in Counseling that was large and we were using IA (coaches) serving as TA's on contract. Ten yrs. ago the issues were about the credentials of the instructor, what was their roll? They are not instructors of record; they mentor students, grading, answer questions, communicate with students. The instructor still takes care of grading. Make certain that is clear.

Dr. Brenda Nichols- on integrated liability we do not keep results, Dr. Smith is teaching a class that uses IA's, he does the integrated liability that the department keeps not distance Ed.

Academic Integrity-

- Nothing is outstanding-address as they arise

Online Courses 5-week sessions-

- Outcomes-TK20-state learning outcomes
- Contact hours-30 hour course
- Performance of students

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

- Make sure to document system work as faculty and do assessment and make changes

Adequate Resources-

- Need to have adequate resources for online (library)
- Need to ask and document

Dr. Marquart-Governing Board and evals-

Is there any insight on the governing board and evaluation?

Dr. Taylor- we anticipate it –an issue we see a trend of the board members that get too involved in the day to day options of the institution. Need to see a self-evaluation.

Dr. Marquart-

What is the term of service?

- It is a six year appointment

How long do you keep records for grievance page and file procedures?

- 7 years

How many years should you report student achievements/retention?

- A couple of years-government will ask for an indicator for graduation rates.
- IPEDS 65% retention, graduation rate 40%.

Dr. Smith-

Academic partnership that needs to be revealed?

- As long as you have the signed agreements and you periodically reevaluate them.
- If you make a statement-show evidence and document

Dr. Taylor asked about issues in governance-

Dr. Marquart said that they have a meeting in August 2017 and it will be discussed then

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: Meet with QEP Leadership Team

Time: 1:00 - 2:00 pm

Participants: Dr. Judi Mann, Dr. Hefner-Babb, Dr. Kevin Smith, Dr. Jacqueline Jensen-Vallin, Ms. Melissa Riley, Ms. Celine Hodge

Dr. Theresa Hefner-Babb-

Introduction and turned the meeting over to Dr. Judith Mann

Dr. Taylor-

The QEP is due 6 weeks before

Start with individuals whom you can recommend to evaluate QEP. Evaluation cannot be done by someone that is not in the state, and they cannot get paid. Needs to have 2 recommendations and can be turned in up to a year before but no later than 6 weeks before.

Make sure to impress the committee

Celine-

QEP- a portion is cardinal communities, college readiness math into 3 paths.

Mainstreaming will be the main one.

Rise-libraries videos and tutorials

Dr. Taylor-you basically have 3 QEP's in one.

Math can be a stand-alone, Rise (library) stand-alone.

Dr. Mann-

Basically-the state law says we have to get students through. Working with Math to teach technology and techniques enhancing teaching with supplemental videos that can be used outside the classroom.

Dr. Taylor-

Development Math? Yes, 3 courses. Could you use the teaching techniques in English as well? Yes, you can. Math component as your QEP and collaborate with English.

Student retention and achievement. May want to do QEP and take the largest number of students take algebra –then fan out to other departments. Pick one that is and will have the largest impact.

Dr. Mann-agrees. We have a state law that say we have to step up in our implementation in the perquisites classes 25% for 2018, 50% for 2019 and 75% for 2020. We have a very large population of students that required to take CA. A lot of out disciplines feel as if ca is not the course that their students need. We are reconstructing our courses to focus on what the need is for the student.

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

If you focus on 2 pathways- they may say you are trying to do too much. Remember you have to show your data. Don't try and do too much.

Dr. Taylor-

You do not have to have all of it done by 2019; you just have to have data showing that you are implementing it.

Dr. Villan-

Can the QEP be written as we address these issues with ca and pre-calculus with the intentions of later extending?

Dr. Taylor-yes it can be.

Dr. Taylor recommends the following-

Steering committee information-

- Staff/clerk-needs to be included
- Student ambassador's
- Students 1-2

You want to make sure to knock it out of the park

Here is a list of things that you should cover-

- 45-50 presentations
- Institution process
- Identify key issues
- What is the focus
- What institution student environment
- Resources, financial, personal
- Release time
- Sufficient resources to initiate the plan
- Sustain QEP
- Develop a plan and implementation-proposal of the plan
- Have student help in presentation and staff if needed as well (committee loves to hear from students)
- Assessment of the plan
- Have direct measurements more than indirect

The SACSCOC website has QEP information-Institutional Resources, Quality Enhancement Plan, and commission on policies, evaluations, and general information on the QEP guidelines.

Questions on presentations-

5 years start at time of reaffirmation

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

When committee comes in, make sure to have banners, billboards, signs, have student contest (to help teach the students about the QEP).

Committee will have lunch with students and faculty-choose well.

Dr. Mann will write the QEP-make sure the committee takes time to read it. The committee, QEP evaluator, and the VP.

Dr. Mann asked about the timeline-we are looking to change degree plans-but this will not happen before QEP is submitted.

- Phase 1-pre phase process, design-Fall 2018
- Phase 2-Pilot-foundation of QEP

Dr. Taylor-

Who is teaching the courses-Instructors, 2 faculty, 4 full time and 1 part-time.

- The information needs to get out to the Math faculty/instructors
- Recommendation for faculty support
- Consider how it impacts the class
- Sell as supporter for the students
- Admin support for the students (STARS, Math tutoring lab (for developmental))

At faculty convocation-institution wide looking at retention improvement.

EX-QEP with Math Pathways (mention to Dr. Evans)

July 17th seems early-need to start getting to it. Foundation and need to be up by fall for state.

Remember to spell out acronyms

Due February 2019

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

Meeting: Institutional Effectiveness Meeting

Time: 2:30

Participants: Dr. Henry Venta, Mr. Jarrod Rossi, Dr. Greg Marsh, Dr. Theresa Hefner-Babb

Taylor (T): 3.11 Educational Programs area where schools have difficulty in student learning outcomes when they show what they are doing now. Some institutions talk about goals for next year, but don't show improvement, the measures do not address the goals, or the report is not written in past tense. Also the analysis of the data, but the improvement is not related to the goal:

Ex: Institution wanted to improve student attendance, so they repaved the parking lot.

Ex: Institution wanted to improve reading, so they added lockers in the gym.

They were not using Weave.

How many Educational Programs does Lamar University offer?

Dr. Hefner-Babb (THB): 100+ degrees

V: I chaired this committee last time - we looked at three areas: Administrative, Academic, and Academic Support. The largest issues are the Academic Programs with standalone minors.

T: Looking for assessment of on Improvement of the program.

Venta (V): We use WEAVE and set up entities to evaluate. The academic side is clear; other entities are less clear.

- Utilize a time cycle
 - by Oct 1 - entities submit their plan
 - by Dec 1 - entities report on their activities
 - Committee Reviews and decides if the entity has
 - Met the standard
 - Partially met the standard
 - Entities must show and explain what they will do to fix issues.
 - Not met the standard
 - Entities must show and explain what they will do to fix issues.

T: One challenge may be getting entities to report on time or at all. Need to be able to leverage and enforce submission of reports.

- Suggestion: For the Administrative Departments without a created format
 - Make an exception - have goals submitted by Nov and analyze them by Spring.

V: The Administrative side is in good shape and makes good progress. The entities may not be as clearly delineated for the administrative side.

T: Different Issue - Use of Organizational Chart

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

- Use the Organizational Chart to delineate entities. These entities will set and assess their goals.
- Reporting must be based on Organizational Chart
- Ensure that entities that have historical data, show the data, and demonstrate (use examples)
- Ensure that entities clarify why the different sections appear within one entity.

V: We have established key coordinators who have positions and influence to assist with the process for the Academic Colleges, Academic Support, and Finance. These all:

- ensure units have reports and goals
- structures work well

The administrative sections are more difficult but are in the formation process.

T: Top Issues of Concern?

V:

1. Issues with the Administrative side
2. Making sure new units have meaningful and measurable goals.

Jarrold Rossi (R): Even if the goals are not attainable - if the entities can show progress this is good.

V: One issue is changes in the administration. Sometimes when the administration changes, new administrators would like to change the goals. However, the focus should be on improvement, not attainment. The plan is to ensure that the goal has merit and to keep on track with planning and assessment.

T: Student Services - Are you confident with progress in this area?

V: When discussing Institutional Effectiveness, we understand that parking issues are different than student academic support issues. However, we do not want to change goals just because the goal is difficult to attain. If the goal has merit, show progress, and continue with the goals. If the goal no longer has merit - change the goal.

R: The Coordinators allows for greater functionality on setting and evaluation of entity goals.

T: Remember Institutional Effectiveness standards will be changing in December.

3314 will be moved and adjusting; 3315 will be deleted.

V: In addition to earning learning goals, we do an annual, college (as opposed to department) wide research and service report for intellectual contributions compared to a goal set the previous year. If the goal has not been met, we decide what we will do to incentives this even more. Concerning service, whether professional, community, or institutional - some areas are easier to do according to resources.

T: How did you do in this area (IE) 10 years ago?

V: Sited on a couple of issues, but met in my office and discussed them during the on-campus meeting and were fixed.

For assessment:

THB/klw&adm

Office of Planning & Assessment

14

**Minutes - SACSCOC Advisory Meeting
July 12, 2017
Reaud Building-Conference Room 312**

- Both online and face-to-face course need the same program outcomes and assessment utilization.
- In some online vs. face-to-face programs, the labeling may be different. We are looking for the effect for the same products.

THB: How are we evaluating assessments- are same classes using the same assessments?

T: This is Key! The committee will talk to the faculty; if one faculty indicates they are using a different assessment than another instructor for the same course, you will get a recommendation.

R: We can update the rubric to add Distance Ed and assess each course.

T: How are you determining the difference between online and grounded courses?

R: We will have to compare the assessments.

V: The rubric will need to evolve.

T: When can I get the updated rubric?

R: Due by September 1.

T: Good; this gives time to figure out what is happening, address it, and remediate it.

V: We will assess the course by the rubric and make a plan. We will need data.

T: I suggested that you compare SLO, discuss equal assessment for faculty, and the % of students assessed.

V: We have been working on this system for a while now, it is a mature process. There seem to be some issues that need to be reviewed and fixed, but the system is good and able to fix these issues.

T: 2.5 - Be sure that you discuss the overall Institutional Effectiveness; these need to be tied to the University's strategic plan.