

## Administrative Leadership

### Meeting Minutes

May 4, 2017

Present: Dr. Theresa Hefner-Babb, Dean Holzthausen, Dr. Kevin Smith

Dr. Hefner-Babb

- Organizations charts needed from all administrative areas. Dr. Kevin Smith is working on the org charts, has all done except student affairs and finance. Admin and academic offices, requires are years, of exp., degrees, and skills matched.
- Institutional effectiveness has a committee and Jarrod Rossi is the new coordinator of Institutional effectiveness. He manages the weave system the various offices he use to upload goals and accomplishments.
- Policies for employment, Human Resources will help us with this one. There is an employment manual that HR has and will link to it and to evaluations.
- Control of Inter-collegiate athletes and fund raising .....Fundraising-by the Southern Association, the president has the responsible for athletics and all fund raising. Handled through the athletic director that reports directly to the president.
- Everything is files online and pages can be linked.
- Other committee members can be brought in. We can ask Katherine Blanchard from Human Resources, from Development Juan Zabala, and Jarrod Rossi from Institutional effectiveness.
- When the committee meets, those present along with the meeting minutes need to be turned into Dr. Hefner-Babb
- The SACS vice president will be here July 11 and 12<sup>th</sup>. Questions that need to be addressed, please have those turned into Dr. Hefner-Babb no later than June 20, 2017. We will have a brief leadership meeting during his visit.
- Data capture is Fall 2017 Spring 2018, this is where they look at websites, credentials, and faculty ratios...etc.
- Final report due Sept. 2018, rough drafts need to be turned in no later than April 2018.

Dr. Kevin Smith-

- The compliance report will be completed and sent to the SACSCOC, it will go to an offsite committee, and they will bring in a number of people (12-15) people with authority and expertise for each area in the evaluation. The schools in the affirmation for 2019, they go through the narrative and data. They check to see if they have met the standard, not certain, or need additional information. The offsite visit is November 2018 when that is completed Lamar will receive a response to all of our compliance issues and we have the opportunity to self-define. Then an onsite team will be assemble will be headed by a president of a university outside the state of Texas in SACSCOC and it will an expert for our QEP topic they will visit April 2, 2019. Two things that will be looked at is if we are in compliance or noncompliance, if there is any questions we will have to take care of those, if not then they focus on the QEP. Primary

charge is the QEP. They come on a Tuesday and leave on a Friday and an exit interview will be done when they address the president and the SACSCOC leadership team. They tell us items if any which are not compliant, and comments on the QEP. QEP comments can range from acceptable or suggestions or recommendations. At that point we cannot ask questions, dispute any of the findings. It is a very short meeting. If we are out of compliance another report will be due, submitted to them before the January meeting. If there is a warning we will be put on probation for 6 months. The likely hood of the SACSCOC revoking accreditation is essentially zero. Most school lose their accreditation due to financial.

Meeting adjourned 1:30pm