SACS Working Group Meeting

11-5-10


Comments and Concerns

*Moddle site closed.
*The plan is to put out the list and vote December 1.
*Draft handouts given to everyone in attendance and reviewed.
*Some concerns are that the students will get confused with another email being sent out
*Student participation might be low.
*Faculty and staff would use moddle to complete the survey.
*Students would receive the survey through email.
*Concerned that the survey topics would come mostly from faculty and staff and not the students.
*Use the data from the survey and included more topics from the World Café.
*Questions need to be open ended.
*Students will have 11 days to respond.
*Make the survey available now and do the big push on December 1.
*Have guided open ended questions.
*Have a text box and have useable topics from students.
*Put data into buckets.
*Use free form writing for students.
*For the December selection process, use similar processes for both faculty/staff and students.
*Think of this as additional topics for students we must have useable information not related to parking and food.
*Parallel process should be used to guide students, develop topics to enhance student learning.
*Guide students with certain topics.
*Send the survey through email to students and faculty and staff.
*Ask the student specific questions and do the same for faculty and staff.
*December 1 survey most important.
*Use different approach for faculty and staff: If you have not responded to the survey through moddle here is a chance to respond to it through email.
*Survey help has been offered to faculty and staff. People are overwhelmed.
*December 1 survey will be easier to complete, should read Finial QEP Selection, and we need a huge response.
*How to separate the data, how to decide on what questions to use.
*Ranking the questions, Strongly Agree and Agree, sending same survey to all, keep questions 2 and 3 omit question2. Change the order, question 3 then 2, keep the selection process and let people add their own topic and indicate your top 2. (Questions Attached)
Handout from Lisa – The UNC Asheville QEP (Attached), reviewed with the group.
Train students to led focus groups.
Summer 2011 consultant on campus.
Survey to faculty and Staff
Survey to students (traditional student, non traditional students, transfer students, commuter students, resident students) We can get the list of student who attended the World Café.

December conference attendees are: Bruce, Mary Lynn, Nancy and Jackie.

Bruce gave an update on the SACS Document Group (Bruce, Eileen, Louis and Annis)
Louis – Gatekeeper of documents, Eileen – Editor, put the information in final form
Annis – Input final form information into Insight
The SACS Document Group will meet again on Wednesday, November 10.
SACS Working Group Meeting

11-19-10

Those in attendance: Jane Fernandes, Bruce Larson, Mary Lynn Manns, Lisa Friedenberg, Amy Lanou, and Annis Lytle.

Nancy Yeager was in another meeting and unable to attend this one.

Mary Lynn presented a summary of data collection for QEP topic.

Responses: 20 from faculty/staff and 129 from students (50% was concerning parking and food)

Mary Lynn will present as Information and endorsement to SGA, Faculty/Staff and CSAC.

- Data summarized by the QEP Leadership Team
- Faculty and Senior Staff approves of.
- Present as model, distribute summary page.
- Send to Sandra Gravely as part of minutes for Faculty Senate.

Submit by March 1.

Next QEP Meeting is Friday, December 17 from 10am – 12:30pm in CTL office. Jane will provide Lunch.

Next SACS Working Group Meeting is Friday, December 3 from 9-10:30 am in PH 151
Bruce will not be at this meeting, traveling to Louisville, KY for meeting.

SACS Working Group will meet again on Tuesday, December 14 or Wednesday, December 15 from 9-10:30 am in PH 151

Bruce updated the committee on the SACS Document Group. Louis will coordinate our document processing, receiving and distributing documents as they are submitted, and ensuring that documents are submitted on time. As part of this work, he is the one who will be reminding people to submit documents according to our reaffirmation schedule.