7-22-11

SACS Working Group Meeting

Present: Mary Lynn Manns, Jane Fernandes, Bruce Larson, Lisa Friedenberg, Susan Reiser, Nancy Yeager, Amy Lanou (Conference Phone) and Annis Lytle

Handouts: The UNC Asheville QEP – Inquiry ARC – July 21
Draft QEP Budget Plan

Bruce welcomed everyone to the meeting.

**Update from Bruce and Jane on the compliance report.** Bruce stated that SACS Summer Institute in Fort Worth, Texas went well. Jane stated that there is still work to be done on the compliance standards. Additional work on some of the finance and facilities standards has been submitted and more is due on August 1st. Jane will ask Christine Riley to look over the new information.

The compliance report must be submitted to SACS by September 12, and will be mailed no later than Friday, September 9th. The information will be sent on flash drives and the flash drives must be tested before they are sent. Final updates must be made by August 15th; classes begin August 22nd.

Jane stated that Adam Reagan will be the technology contact person for the on-site team. He will stay at the hotel during the visit, in order to quickly address committee concerns.

**Update from Mary Lynn and Amy on the QEP.** Mary Lynn will send the SACS Working Group an updated draft on July 28th. The group will meet again on August 1st from 3:00 to 5:00 pm in PH 151 discuss the draft and make revisions as necessary. The document will be sent to Dr. Cardell on August 5th. Dr. Cardell will be on campus August 16th and 17th; Jane asked Bruce to draft a schedule for the visit.

Earlier this summer Mary Lynn had a meeting with two members of the philosophy department. The meeting went well and she followed up with them. She is awaiting a reply. Jane mentioned a conversation overheard by Regina Pente at the SACS Summer Institute, indicating that institutions may be using the Paul Elder model as a framework for critical thinking rather than as a model that must be rigorously adhered to. Mary Lynn agreed that this agrees with what she heard at the i2a critical thinking institute in May.

Mary Lynn updated the group on the QEP Campus Summary, going over the handout dated July 21. Lisa suggested that a briefer document would be more likely to be read and understood.

Nancy indicated that we will need to get students up to speed when the fall semester starts. In addition, she expressed her concern about the “connect” (or communication) part of the plan being added at the end of the project. Amy stated that the connect part could be included earlier in the project; 7 and 8 on page 3 relate to the connect part. Amy, Nancy and Lisa agree that this
should be moved to the first page. Lisa agreed to work on this. Jane suggested including examples of what a project could look like. Nancy agreed. In fact, it was suggested that different summary documents might be prepared for different groups, i.e., one for faculty, one for staff, and one for students. Mary Lynn will work on marketing for the plan in the fall, hopefully involving a marketing class.

Bruce suggested some heading changes to the document, in order to make its structure more clear. Amy suggested that we add CSAC to the list of group on campus to involve. Mary Lynn will make these changes and send an updated version to the group. Mary Lynn asked that the group send her all comments.

**Update from Mary Lynn on the QEP Budget.** Mary Lynn shared the first draft of the budget. It was developed with Jessica’s help in light of what some other schools have done. The Group went over the budget carefully, with a variety of suggestions being made. Two items in particular need attention: (1) provision for a good estimate for the cost of administrative support for the QEP, which is currently pegged at 10 hours per week and (2) the cost of assessing student learning. Lisa, as a result of her off-campus assessment program with Wabash University, has learned of some alternative assessment tests and she is working to obtain cost estimated for them. Amy suggested looking at these tests up front to help with budget planning. Toward that end, Mary Lynn will set a meeting on August 4th for the team working on the QEP this summer.

Amy updated the group on the block grant part of the QEP budget. It is proposed that faculty receive a stipend of $1,000 for faculty development; a stipend for staff training is also a possibility. It was noted that e-portfolios may also have significant costs associated with them.

The issue of direct and indirect costs was raised, and we will want to develop budgets that reflect both. Mary Lynn stated that throughout the budget they used faculty, staff, mentor, assistant, trainer, consultant and not just faculty. We will also include student affairs staff in the training. We may increase the cost for marketing from $2,000 to $5,000.

Jane stated that we want to provide for recognition of faculty/staff/students in a number of different ways. This should be included in the budget.

Mary Lynn stated that we have a great team working on our QEP Plan this summer and this team includes: Mary Lynn Manns, Lisa Friedenberg, Susan Reiser, Amy Lanou, Jessica Dunsmore and Eileen Crowe. Bruce thanked them all.

The next SACS Working Group Meeting is scheduled for August 1st from 3:00 to 5:00 pm.

Meeting adjourned at 11:30 am.