

## ASSESSMENT COMMITTEE MINUTES

June 19, 2012, 9:00 GB 120

Present: Connelly, Bob; Eidson, Marshall; Gutierrez, Martha; Harmsen, Earl; James, Glenn; Jurenovich, David; Light, Kathi; Logan, Robin; Maize, David; Stein, David; Vichcales, Kevin; Zertuche, Alejandra

James explained his new role of Associate Provost and Director of Assessment as involving half time doing assessment work and half time serving as the UIW liaison with SACS and leading the reaffirmation process. AC will serve as a steering or advisory committee.

### SACS Update

James briefed AC on what he is learning about SACS responsibilities.

What's new:

- 1) For any discipline accreditations we have (e.g., for DPT, Pharmacy, Education, Business, Nutrition,...) We have to notify SACS of all accreditation status changes.
- 2) We need a process and policy for substantive changes that is posted on the web and used.
- 3) James is building an information structure to store and share assessment data and info that will be visible on our web site.

Timeline for 2015 SACS reaffirmation:

- 1) Orientation for UIW's leadership team, JUNE 2013

At that orientation we will pick the dates for the 2015 site visits.

- 2) Our self-study Compliance report will be due mid-SEPT 2014. That means:

FALL 2012 – Pre-staff section assignments for self study

JAN 2013 – Present timeline and plan to UPC retreat

SPRING 2013 – Begin research and preparation

SUMMER 2013 – Faculty-led Workshop 1 (QEP focus)

Fall 2013 – Write Draft Sections

Spring 2014 – Assemble the Draft

Summer 2014 – Workshop 2; polish the self study

- 3) SACS' off-site team will review that report NOV 2014
- 4) Our QEP is due to SACS 4-6 weeks prior to the on-site visit, SPRING 2015
- 5) SPRING 2015 on-site visit

SACS team must visit China, maybe Germany, one-Mexico, Corpus.

We have to prepare sites, and budget for four SACS folks for each trip.

6) Dec 2015, all results reviewed by the SACS board, at the annual meeting.

#### Quality Enhancement Project Possible Topics

James and Connelly will lead the effort to brainstorm possible topics for the QEP that must be submitted for reaffirmation. For example, a few of the Core Learning Outcomes could be emphasized or setting a schedule to do all 10 over a five-year period. A topic should involve all programs and delivery systems.

#### Substantive Changes

James is circulating a draft policy for reporting substantive changes to SACS. He will visit the President, Provost, VPs and others to familiarize them with what is required under this policy but also the timeline for SACS reaffirmation in 2015. At the next meeting, AC will review the status of substantive changes underway or being considered.

#### Legislative Update—Veterans Affairs

Logan reported that we will soon receive new regulations requiring extensive reporting on all data relating to VA students. This applies to students at whatever UIW location or using whatever learning delivery system. Institutions have been asked to send a letter indicating intent to comply by the end of June. This new oversight initiative is aimed at ensuring institutional eligibility for VA-benefitting programs.

#### Other Topics

Vichales suggested that we develop a single data base for storing information on research going on throughout UIW. This would be useful for seeking and reporting on grants but also for information needed for SACS reports.

Next Meeting: Tuesday, 7/24 at 9 in GB 120

#### Agenda

- Review status of substantive changes underway or being considered (see below)
- Prepare guidance for submission of this year's Program Reviews
- Determining what constitutes a credit hour

Sub Changes to evaluate. Are these reportable Sub Changes?

a) Saidoff Center (for DPT and ADCaP)

= definitely yes.

= gj: "new site, for previously approved activity", 6 months ahead, prior approval required.

b) ?? ABM's

= gj: "altering significantly the length of a program"?? ASKING SACS VP

c) 2+2 for St Philip's to UIW ... no. just articulation, no new program or contractual agreement.

d) Early entry to PharmD. No. that's just entrance policy.

e) Fencing Center

= gj: I checked the press release: just fencing as sport, not a degree. Address is already accredited. "not reportable"

f) new CIP codes in EAP

?"significant departure"?

Significant departure – a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a significant departure, it is helpful to consider the following questions:

? What previously approved programs does the institution offer that are closely related to the new program and how are they related?

? Will significant additional equipment or facilities be needed?

? Will significant additional financial resources be needed?

? Will a significant number of new courses will be required?

? Will a significant number of new faculty members will be required?

? Will significant additional library/learning resources be needed?

Cyndi, David, gj: no. not a significant departure.

g) new MS, Clinical Optometry, with Surgery Center in former RackSpace

If so, how far in advance to SACS??

= gj: "initiating coursework or programs at a different level than currently approved"

Procedure 1, prior notice required, 12 months in advance, Application for Level Change, due Apr 15 or Oct 1

= gj: "expanding program offerings at previously approved off-campus sites...significantly different"

Procedure 2, notice required, prior to implementation, Letter of Notification

h) anything new in the Fine Arts construction??

Gj: Dr Connelly, familiar with the build-up plans, thinks not.

i) East Side Clinic

Certainly, a new address requires a Sub Change

GJ: confirm: the FEB 2009 RSO Prospectus DOES include a new clinical site at 2547 East Commerce. Prospectus is complete, and includes details of the east side clinic. Accepted Jun 2009.

East Side Clinic is also included in a joint FSOP + RSO prospectus dated Nov 2009, sent Jan 2010, and accepted by SACS after a sub change site visit (SACS Annual Board Proceedings) Jul 8, 2010.

j) MSN in Nursing now offers 50% of the program on-line. Reportable?

Gj: reviewed the SACS guidance table with Dr Light; new on-line programming is only reportable if: a) it's the first time we're doing anything on line; b) if it constitutes "new" programming we have not offered before.