ADMINISTRATIVE COUNCIL MINUTES

Date: Tuesday, March 20, 2012, 8:30 a.m.

Location: University Center, Ballroom B

Present: Dobbins (presiding), Barrios, Below, Bowen, Bruns, Cook, Dickson, Eddleman, Fees, Fulton, Gannon, Gathman, Gentry, Grebing, Holland, Holt, Irby, Mangels, McDougall, McGowan, Randolph, Rosati, Ryan, Scott, Sides, Sprengel, and Starrett

1. President’s Items.

The President reviewed the agenda for the Board of Regents meeting scheduled for Friday, March 23. The agenda includes several important issues including the residence life budget, online fees, discussion of the merger of the College of Science and Mathematics with the School of Polytechnic Studies, and several academic program changes.

The President also reported on the CSIS Seminar held in Washington, D.C., last week, and Southeast’s Federal Opportunities Seminar which will be featured in an upcoming issue of The Chronicle of Higher Education. Both events were a tremendous success and showcased our outstanding students and the high caliber of our faculty.

The President stated that this special called meeting will serve as a workshop to focus on the preparation for the Higher Learning Commission’s checkup Visit for the reaccreditation of the University. He asked Provost Rosati and Dr. David Starrett, AQIP Liaison, to lead the meeting.

2. Preparation for the Higher Learning Commission Checkup Visit/University Planning and Assessment Initiative. Starrett distributed an outline for the meeting, and every Council member received a notebook to use during the process. The AQIP 7-year accreditation cycle contains a site visit that precedes the reaffirmation of accreditation. The Provost stated that this reaccreditation visit affords the University the opportunity to see if we are implementing our mission with outside peers helping us evaluate ourselves. At this time the visit is scheduled for April of 2013 (The HLC later moved up the visit to September 2012). Starrett reviewed each section of the notebook and the three main areas in preparing for the visit: “Responding to the Systems Appraisal,” “Initiating a University Assessment Plan,” and “Assessment of Student Learning Outcomes.” The materials provided in the notebook outline the processes we will undertake to prepare for the upcoming Quality Checkup Visit. In preparing for the visit, we need to respond to opportunities and strategic issues identified in our System Portfolio. In some cases, this means more thoroughly explaining what we do. In others, it means making changes to how we operate in a continuous quality improvement culture. We also need to show how we meet the federal compliance requirements that the HLC verifies for meeting federal
guideline expectations. The AQIP Steering Committee and the AQIP Liaison will oversee the preparation and ensure that we are fully prepared for the checkup visit.

3. **Unit Items.** Mangels reported that site work had begun on the new residence hall. Other unit items were presented.