SACS VT Web Development Group
Meeting Minutes
Thursday, September 6, 2007

Members present: Kris Bush (Chair) Dennis Catley, Landrum Cross, Wanda Dean, Randal Crockett, Todd Ogle, Greg Kroll, Brian McInnis, Deborah Fulton, Lakshman Venepally, Tom Wilkinson

Regrets: Lee Anne Hoppe, Michael Dame, Roxanne Gile
Guest: Dr. David Ford

Welcome:
Kris Bush opened up the meeting at 10:05 am

Revised SACS Compliance Certificate Timeline:
Kris Bush advised that VT has received official confirmation that they are now in the class of 2010 and a new compliance certificate timeline has been developed. Copies were included as handouts for the meeting. This revised timeline has been posted on Scholar and on the SACS VT website. Kris is delighted with the progress of the Web Development so far.

Review Old Business:
Kris reviewed old business outstanding from the last meeting.
Todd Ogle was to research how ODU purchased Digital Measures for faculty reporting. Todd said that ODU have purchased this assessment program to use it in two colleges by the end of the year. Contract would be on a per college basis. Lanny Cross recommended approaching the Provost's office for funding the purchase. It was noted that Digital measures communicates well with Banner for reporting purposes.

E-FARS Update: this faculty reporting program is housed in CALS and currently due to budget constraints will not be extended beyond CALS in the near future. A team established to investigate options for a university-wide faculty reporting software product is looking at Digital Measures as an alternative.

Kris questioned whether or not the current OPS program being developed allows for team-taught courses. Initially, it seemed as though the instructor of record is the only instructor that appears on the OPS. Later in the meeting, it was further determined that the "primary instructor flag" would be used to determine which instructor of team taught courses should be shown on the OPS. David Ford noted that at the recent Univ. of Louisville on-site review, the team was looking for classes taught largely by adjunct faculty and in some cases had to produce corroborating documentation. It was noted that the OPS form and the SACS

process allows for exceptions, but the exceptions must be noted and the reasons an exception was granted must be well documented.

LeeAnne Hoppe had e-mailed information indicating that the highest degree transcript will be kept on file in HR. It was agreed that there should be an OPS demonstration to the Steering Committee in November. Dennis Catley will check with Lee Anne Hoppe to determine the status of the distribution of spreadsheets to the departments for them to record each faculty member's discipline for each of their degrees and to verify their highest degree earned.

SACS On-Site Review Insights:
Brian MacInnis demonstrated the current OPS for the committee to review and as a point of departure for a conversation with David Ford & Tom Wilkinson, the purpose of which was to gain some insights regarding on on-site reviews. David Ford suggested that we keep in mind that any online profile system should be set up for the purposes of being used as an on-going quality improvement tool for VT and not just for a periodic SACS review.

Syllabi: Syllabi need to be accessible through the OPS. For some syllabi, the original date of approval is written on the actual form. The registrar's office is working on scanning syllabi into the OPS without regard to the dates written on the forms. If the date on a form is "early" or the approval is "old" for a particular discipline, then it could be a red flag to a SACS reviewer. Part of the problem may be related to the policy that up to 20% of course content can be changed before the syllabus has to be reviewed and approved by college deans.

SACS will be looking at how often we review the syllabi and program review policies in general. It was asked how it would be received if the deans or department heads were asked to review their unit's information in the OPS. The request for review would need to be couched in terms of asking for their assistance in ensuring the integrity of the system and in the maintenance of the system as an on-going effort. Bill Knocke of Civil Engineering is leading a Dept. Heads council. A subset of this council comprised of two department heads from each college meets regularly to discuss various issues. This subset could be used as a focus group for the OPS and for the review of the OPS data. It will be necessary to inform the group that the data review is SACS- and continuous improvement-related and must be done.

Suggestion was made that Ray Van Dyke be added to the committee from an assessment standpoint. Because Miya Simpson is actually the new coordinator of program reviews, it was suggested that Miya would be a more appropriate addition to the team. Nonetheless, Ray Van Dyke will be asked to give a demonstration of WEAVE, the newly implemented assessment software, at the next meeting.

Randal Crockett suggested that we get the OPS system ready and deployed as soon as possible for review by the colleges; there was general agreement on this, with the consensus being that the more people who review it and check for problems the

better the quality of the data will be. The main idea for SACS will be to show we are improving the overall process.

Questions came up regarding whether we should show all degrees for a faculty member; consensus was that yes we should.

The Licensure/Certification box was discussed. It was decided that leaving this box blank would be a red flag to reviewers. Therefore, the consensus was to put N/A in the box when appropriate.

Another question discussed was whether or not it is necessary that all faculty (even A/P faculty) have a CV or resume on file. After significant discussion, it was determined that the main piece of documentation that needed to be certified and on file is the faculty member's transcript. Therefore, the CV/resume on file box will be converted to a Transcript on file box. From the screen displaying the Transcript on file box, a user should be able to access a faculty member's transcript. This should be in a secure environment that is available only to the web development team and the off-site review team.

The team was asked to consider the level of access the university community should have to the SACS data, the level of access that the various VT-SACS teams should have to the SACS data, and the level of access that the general public should have to the SACS data. It was decided that this is a possible issue the Steering Committee will decide and discuss. Christine will do a review of other universities' SACS websites and report about the openness of their SACS reporting for the next meeting. The web development team will consider the ramifications of various levels of openness/transparency. The web development team will meet in October to formulate a strategy related to these access issues. Kris will present the issue and the recommendations of the web development team to the Steering Committee in November.

As screens for the OPS are developed David Ford & Tom Wilkinson will be available to look at screens and give feedback.

General administration departments will also need to be able to demonstrate that their offices are staffed with qualified individuals. A/P faculty will need to have a transcript on file or record on file with Dept. Heads.

Tracking of SACS Compliance Standards Submissions:
IR has been trying out Issue Manager, a reporting/tracking system that is available online and can be downloaded. This software should be purchased very shortly and will be demonstrated with relevant information populated at the next meeting in October.

Update on SACS Website:
Lakshman Venepally demonstrated the current SACS website where the narratives for the Compliance Certificate will be posted for the off-site review committee.

Supporting documents will be hyperlinked. Access will be decided later on. People who are involved in the process will have read-only access to review their submissions. There is a need to get something soon on the website for the QEP committee to receive suggestions for QEP topics from the campus community. Todd and Lakshman will work on this it will go out in the next SACS newsletter later on this fall.

Final Comments:
Tom Wilkinson suggested that as an off site committee reviewer it is really nice to have a person from the university contact the committee chair to assist with issues related to the website. Specific suggestions included having our designated VT person (most likely Todd Ogle) offer to set up a conference call with the committee and to walk all the committee members through the VT SACS website.

The meeting was adjourned at 12:00 pm.