

**Minutes of the meeting of the
Committee on Education Program
July 18, 2006**

1.0 Call to Order

The meeting was called to order at 3:04 by Dr. Bertha Davis in 131 Nursing Building. Committee members present were: Dr. Charles Bump, Dr. Bertha Davis, Dr. Martha Dawson, Dr. Constance Hendricks, Dr. Simone Heyliger, Dr. Zina McGee.

2.0 Election of Secretary

Dr. Charles Bump was elected secretary of the committee.

3.0 Adoption of the Agenda

The charge to the committee was to meet before August.

4.0 New Business

4.1 Committee Members Data Sheet

A sheet with contact information (email, department, office phone, cell phone) was circulated. Members were asked to make any necessary corrections. We need to ask the Steering Committee for guidance / guidelines for student and community members for this committee.

4.2 Review of Minutes of Steering Committee – May 18, 2006

The overall charge to this committee given at this meeting was reviewed.

4.3 Review of Leadership SACS Orientation Meeting

This committee will need to concern itself with the following Comprehensive Standards:

- 3.3.1 The institution identifies expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results. (Learning Outcomes)
- 3.4.1 The institution demonstrates that each educational program for which academic credit is awarded (a) is approved by the faculty and the administration, and (b) establishes and evaluates program and learning outcomes. (Competencies)
- 2.5 The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that (a) results in continuing improvement, and (b) demonstrates that the institution is effectively accomplishing its mission. (Institutional Effectiveness)

- 4.4 Recommendations / Suggestions – Last Accreditation
We will need to look at all recommendation because there is some overlap of committee charges and specific recommendations. A copy of the full document may be more useful than the summary of recommendations.
- 4.5 Review of Standards
A document of standards was circulated and discussed. Comprehensive Standards sections 3.4 – 3.9 are especially relevant.
- 4.6 Determine how to document standards
A format similar to the one below will be useful to document specific programs at the University:

School	Dept.	Program	Date Approved Fac/Admin	External Accred. ?	Date last Accred.	Evaluation of Program	Learning Outcomes

Departments should be able to fill in most of the information themselves and the committee only needs to compile it. A copy of previous reports would be most useful.

- 4.7 Review initial Reaffirmation draft time-line
The timeline was discussed.

5.0 Meeting Schedule / Committee on Educational Programs

The next meeting will be after the Fall Faculty Institute.

6.0 Other Matters

Upcoming meeting dates for the accreditation process were presented.

7.0 Adjournment

The meeting was adjourned at 4:21.

Respectfully submitted,

Charles M. Bump
Secretary