

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
REAFFIRMATION OF ACCREDITATION 2008

MINUTES OF THE SEPTEMBER 13, 2006
MEETING OF THE STEERING COMMITTEE
Dr. Pollie Murphy, Presiding

1.0 Call to Order

Dr. Pollie Murphy, Assistant Provost called the meeting to order at 8:00 am.

Committee members in attendance:

Dr. Joyce Jarrett, Provost	Dr. Constance Hendricks
Dr. Pollie Murphy, Assistant Provost	Dr. Cynthia Sellers
Dr. Anne Pierce	Dr. Sonja Pollard Mitchell
Dr. Spencer R. Baker	Dr. Arlene J. Montgomery
Dr. Carolyn Morgan	Dr. Simone Heyliger
Dr. Charles Bump	Mrs. Teresa Walker
Dr. Calvin D. Jamison	Mrs. Margaret Dismond Martin
Mr. Frank Edgcombe	Dr. Eric J. Sheppard
Mr. Francis McDonald	Dr. Martha Dawson
Dr. Jerrold W. Roy	Dr. Adolph Brown
Dr. Zina McGee	Mrs. Doretha Spells
Dr. Bertha L. Davis	Dr. Hugh McLean
Dr. Kanata A. Jackson	

2.0 Minutes of August 31, 2006

The minutes of the August 31, 2006 meeting were adopted as distributed.

3.0 Adoption of the Agenda

The meeting agenda was adopted with the caveat to leave the agenda open should additional items be added during the meeting.

4.0 Subcommittee Reports

- 4.1 Committee on Core Requirements and Quality Enhancement Plan - Committee met and meeting minutes were distributed. (See attached)
- 4.2 Committee on Institutional Mission, Governance and Effectiveness, and Federal Regulations - Committee met and meeting minutes were distributed. (See attached)

- 4.3 Committee on Educational Programs - Committee met and meeting minutes were distributed. (See attached)
- 4.4 Committee on Financial and Physical Resources - Committee met and meeting minutes were distributed. (See attached)

5.0 Summary: QEP Dialogue with Faculty

- Feedback from QEP dialogue sessions was shared with attention given to identifying reoccurring themes surfaced throughout by the faculty. Many themes surfaced such as critical thinking, undergraduate research, globalization and more. It was noted that essential competencies were not reported as a central theme given the extensive faculty working sessions held on this topic.
- The dialogue with faculty is to continue to keep faculty informed and involved in the reaffirmation process. The SALT Institute will include institutional leadership of the reaffirmation process.
- Faculty can be referred to the SACS website for detailed information and resource documents. The information presented on the site will assist in showing compliance with the five components of QEP.
- In faculty meetings, department chairs need to have a specific handout to distribute for discussion with faculty. This needs to occur on a frequent basis. A suggestion was made to use the one page document on the QEP that includes the five components of the QEP. The main goal is to keep the dialogue going about the QEP, compliance standards and what this means to the university in the future. Since 1998 the overarching question that needs to be answered: *“As an institution, have we reacted, responded or led with regards to the direction of the university?”*

6.0 Other Matters

6.1 Completion of Process Timeline

- The timeline for the reaffirmation process has been established; the process has begun and now the timeline is being reviewed in light of developments/progress and faculty involvement.

6.2 Development of SACS Budget

- There is a need to develop a budget relative to SACS. Resources are needed such as - human, financial and physical, electronic delivery of information, development of CDs, communicating with SACS, mailing, postage, promotion and marketing of the QEP, on-site review team visitations, transportation, and housing, attendance at meetings, etc. Budgets from previous SACS reviews will be examined to determine if a separate budget was established and if so what items were included. The Leadership Team will discuss the issue of a SACS budget and bring the feedback/information to the steering committee.
- Subcommittees are asked to identify the resources needed for the reaffirmation process.

6.3 Additional QEP Focus Group Meetings

- The priorities for focus groups with students were discussed. Discussions will be held with Dr. McMorris, VP of Student Affairs, Student Recruitment Teams, University 101 classes, Student Leadership Team, Town Hall Meeting attendees, Student Government Association, class presidents and student organizations. A clear agenda should be presented at meetings with students. They will want to know what is expected of them. The process will begin with the student leaders in a “train the trainer” format so that a core group of students will be trained in the core requirements of the QEP. The aim is to empower student leaders by obtaining their input on how best to reach students.
- Strategies for initially informing and best educating the staff were discussed including convening the entire group to share information followed up with focus groups.
- Focus group meetings will also be held with staff, alumni, parents, and the community at predetermined times.
- Those groups that are directly involved in student outcomes need to be fully engaged prior to branching out to all constituent groups. The university needs to have its focus clearly defined before going forward to the wider community. Once concerns are solicited, the different groups will want to know how their concerns are going to be addressed.

6.4 Two motions were presented for consideration.

- Motion 1: That Core Requirement 2.12, the Quality Enhancement Plan, be removed as a requirement for the Committee on Core Requirements and the Quality Enhancement Plan and that it be reassigned to a new committee by the Leadership Team. Motion carried.
- Motion 2: That the Leadership Team with input from the Subcommittees develop a standardized checklist to be used by members to ascertain compliance with the Standards of Accreditation. The Committees will provide their input to the Leadership Team no later than the next Steering Committee meeting. Motion carried.

6.5 Action items for the next meeting:

- Determine what documentation is needed to support institutional compliance with each core standard.
- Identify any areas where evidence may be deficient to demonstrate compliance. Propose strategies to address those deficiencies if found.
- Begin to think of developing a narrative to explain how the evidence supports compliance
- Review Appendix C – Handbook for Reaffirmation

7.0 Annual SACS-COC Meeting, December 9-12, 2006 Orlando, Florida

- The university will send representatives to the annual meeting in Florida. Hotel reservations, the Gaylord Palms Hotel, must be made by November 13th with registration closing on November 20th. Advanced registration fee is \$295.

Participation at these types of meetings is key in obtaining program particular information that is shared.

8.0 Next Meeting: September 27, 2006 at 4:00 PM - Marine Science Conference Room

9.0 Adjournment

The meeting was adjourned at 9:10 am.

Respectfully submitted,
Kanata A. Jackson
Recorder