

**HAMPTON UNIVERSITY
HAMPTON, VA
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
REAFFIRMATION OF ACCREDITATION 2008**

**MINUTES OF THE NOVEMBER 8, 2006
MEETING OF THE STEERING COMMITTEE**

1.0 Call to Order

Dr. Pollie Murphy, Assistant Provost called the meeting to order at 4:05pm.

Committee Members in Attendance

Dr. John Alewynse	Dr. Joyce Jarrett
Dr. Cecile Andraos-Selim	Dr. Hugh McLean
Dr. Ates Akyurtlu	Dr. Zina McGee
Dr. Spencer Baker	Dr. Carolyn Morgan
Dr. Shonda Buchanan	Dr. Pollie Murphy (Presiding)
Dr. Charles Bump	Mr. John Murray
Ms. Shannon Chance	Dr. Anne Pierce
Dr. Martha Dawson	Dr. Sonja Pollard-Mitchell
Dr. Bertha Davis	Mrs. Corinne Ramaley
Mrs. Margaret Dismond-Martin	Dr. Jerrold Roy
Mr. Frank Edgcombe	Dr. Cynthia Sellers
Mr. Bradford Grant	Dr. Eric Sheppard
Dr. Constance Hendricks	Mrs. Doretha Spells
Dr. Simone Heyliger (recorder)	Mrs. Lynn Stewart
Dr. Kanata Jackson	Dr. Donald Whitney
Dr. Calvin Jamison	

2.0 Minutes

The minutes of the October 11, 2006 meeting were approved as corrected.

3.0 Adoption of the Agenda

The agenda was approved as circulated.

4.0 Subcommittee Reports

4.1 Committee on Core Requirements (Dr. Whitney)

The committee met on November 8, 2006. During this meeting new members were introduced to the charge of the committee. The committee reviewed documents needed to complete its charge. The committee created a checklist for each core requirement and partially completed a list of documents that are

required for completion of committee tasks. These documents include but are not limited to:

- Approval Letter from SCHEV
- OAR reports
- Board of Trustee By-Laws (Articles I, III, XI)
- Hampton University Academic Catalog
- Charter of Hampton University
- 1998 (Self-Study) Reaffirmation of Accreditation Report
- Fall/Spring Faculty Roster
- Hampton University 2001-2010 Strategic Plan
- Documentation of accreditation of the various degrees offered by Hampton University

The committee will determine if any of the aforementioned documents are available at the Harvey library.

4.2 Committee on the Quality Enhancement Plan (Dr. Morgan)

The committee met twice on October 11, 2006 and on October 30, 2006. Various members of the QEP committee participated in several homecoming activities in order to introduce the Hampton University community to the QEP process. The QEP committee sponsored a float in the Hampton University Homecoming parade. Drs. Morgan and Murphy expressed their gratitude to Mrs. Spells for her assistance in securing funding for the QEP float and QEP tee-shirts. The members of the QEP committee manned a booth during the Homecoming Fair and distributed questionnaires to the HU alumni. A copy of the questionnaire was presented to the members of the Steering committee.

Drs. Murphy and Morgan are scheduled to meet with the Hampton University student organizations on November 11, 2006 at a town-hall meeting to discuss the QEP and SACS-COC reaccreditation process with the undergraduate students. The committee received several proposals regarding possible QEP topics from the Schools of Nursing, Business, Science, Liberal Arts and Pharmacy and the Museum. The goal of the committee is to narrow proposals down to five major topics by January 2007. Drs. Morgan and Murphy will meet with the Hampton University Education Support Staff on Tuesday, November 14, 2006 at 3:30pm in Ogden Hall to discuss the QEP and SACS-COC reaccreditation process.

Dr. Bertha Davis suggested that announcements about the QEP process be made at upcoming sporting events. Dr. Calvin Jamison agreed to investigate the feasibility of having QEP announcements made at both men's basketball and women's volleyball games in the upcoming weeks.

4.3 Committee on Institutional Mission, Governance and Effectiveness, and Federal Regulations (Mrs. Dismond-Martin)

The committee met on October 24, 2006 to discuss possible documents needed to fulfill the charge of the committee. Dr. Akyurtlu has sent memos requesting assessment documentation to the various deans, chairs and directors. Mrs. Dismond-Martin requested clarification on whether there is an established procedure for obtaining or submitting common documents that are needed by multiple committees. Mrs. Martin also inquired how documents related to the Hampton University Board of Trustee can be obtained. Dr. Jarrett stated that minutes of Board of Trustee meetings can be requested from Attorney Faye Hardy-Lucas, who is the recorder for the Trustees' meetings.

Dr. Arkyurtlu suggested that documents that are in hardcopy form be converted to electronic version. Mr. Edgcombe suggested that the DCML center can assist in the digitization of the documents. Dr. Jarrett stated that a process must be implemented in order to collect and evaluate documents that are needed for the reaccreditation process. Dr. Jarrett further stated that special vigilance must be taken to ensure that the information in these documents is not obsolete prior to digitization.

Dr. Murphy suggested that all committees should submit a list of all required documents to the Leadership Team and then requests will made to the appropriate personnel. Dr. Murphy issued a directive that all committees must use page 17 (*Handbook for Reaffirmation of Accreditation*) as a guide for identifying and evaluating pertinent documents. This process will minimize multiple requests being made from different committees to the same individuals.

4.4 Committee on Educational Programs (Dr. Davis)

The committee met on November 7, 2006 to ascertain which university documents are needed to fulfill the compliance certification document. The committee is still compiling a list of documents; however it was noted that a letter in support of the re-accreditation/re-affirmation process from Dr. Harvey, President of the Hampton University should be requested. The committee will use the standards listed on pages 15-18 of the *Handbook for Reaffirmation of Accreditation* and identify sections in the Hampton University Academic catalog which will support the Certificate of compliance narrative.

The committee examined the Loyola University of New Orleans SACS website to determine which documents are needed for the fulfillment of 3.4 Standards. The committee presented the Loyola website to the Steering committee. The committee suggested using the Loyola website as a guide particularly the manner in which the documents are indexed. Discussions ensued regarding how to protect sensitive documents which may be required to be posted on the Hampton

University SACS website. Mrs. Walker will be contacted to determine the process by which sensitive documents can be password protected on the website.

Dr. Baker informed the Steering Committee that an email account was created in order for the community to provide input on the re-accreditation process. The new email address is HUSACS08@hamptonu.edu. All information that is sent to this address will be forwarded to Dr. Spencer Baker and to Dr. Pollie Murphy.

4.5 Committee on Financial and Physical Resources (Dr. Sellers)

The committee met to discuss the Standards 3.10.6 and 3.10.7. Ms. Denise Nichols met with the committee and provided information and documents related to providing a healthy safe environment for students and employee of Hampton University. Among the documents submitted to the committee were the Residence Repair Request form and Hampton University Emergency Operation Plan. The committee reported that a “Master Plan” for maintaining on and off campus facilities is undergoing revisions by the Business Office and will be forwarded to the Committee on Financial and Physical Resources shortly. Members of the committee will begin visiting buildings and facilities. The committee requested that criteria be established for evaluating facilities. The committee intends to initiate the writing of its narrative.

5.0 New Business

5.1 Evaluation of the SACS Website

Dr. Murphy presented the Hampton University SACS website to the Steering committee. She noted that links to SACS-COS are included as well as links to Loyola University and North Carolina State University are included because these institutions have been used as institutional models. Dr. Murphy also stated that committee members should examine SACS-COC website regularly for changes in the reaffirmation process.

5.2 Compliance Certification: Where are we?

Most subcommittees reported that they are about to write a narrative related to their charges.

5.3 Reaffirmation of the Timeline

Dr. Murphy reiterated that a first draft of the narrative for the compliance certification should be available in December 2006. Dr. Murphy also stated that all committees must contribute to that narrative. The final draft of the certificate of compliance is due September 2007. The document must be organized in the order of the standards presented in the *Handbook for Reaffirmation of Accreditation*.

5.4 Proposed changes to the Principles of Accreditation: Foundations for Quality Enhancement

Dr. Murphy distributed the proposed changes to Principles of Accreditation: Foundations for Quality Enhancement as part of the meeting agenda. Dr. Murphy informed the Steering committee that the delegates from the various institutions will vote on these proposed changes on December 12, 2006. Dr. Murphy further stated that if these revisions are approved, Hampton University must include these revisions in the QEP document. Dr. Murphy charged the members of the Steering committee to review the proposed changes and to discuss at the next Steering committee meeting how these revisions will impact the QEP document or Compliance Certification.

5.5 Steering Committee Reorganization

Dr. Murphy announced that more members have been added to the Steering committee. Dr. Murphy introduced and thanked the new members for their willingness to participate on the Steering Committee. These individuals include:

- Mrs. Lynn Stewart: will serve as a consultant to all subcommittees.
- Mrs. Corinne Ramaley: will serve on Committee on Core Requirements.
- Mr. Bradford Grant: will serve on Committee on Institutional Mission.
- Ms. Shonda Buchanan: will serve on Committee on Institutional Mission.
- Dr. Andraos-Selim: will serve on Committee on Core Requirements.
- Ms. Shannon Chance: will serve on Committee on Educational Programs.
- Mr. John Murray will serve on Committee on Financial and Physical Resources.

Dr. Murphy suggested that more individuals may be added from the student body and the greater Hampton Roads community. Dr. Jarrett suggested that to be in compliance with Standard 3.9, someone from Student Affairs should be added to the Steering committee. Dr. Murphy suggested that Mrs. Inman should be added to the QEP committee. Dr. McGee volunteered to identify additional persons who should be added to the steering committee.

6.0 Unfinished Business

6.1 Proposed Budget for SACS Reaffirmation

A preliminary budget has been approved. This budget will be presented to the Steering committee once final approval has been received from the Office of the President.

6.2 SACS-COS Annual meeting (December 9-12): Who will attend?

Registration deadline for SACS-COS Annual meeting is November 10, 2006. Drs. Murphy and Baker will attend the meeting.

7.0 Other Matters

Dr. Jamison stressed the importance of the reaccreditation and QEP processes. He stated that the documents developed by the Steering Committee will set the standards and the vision for the University for the next several years. He urged committee members to approach the process with seriousness.

8.0 Next Meeting:

The next meeting is scheduled for November 22, 2006 at 8:00am in the Large Board room of the Administration Building.

9.0 Adjournment

The meeting was adjourned at 5:30 pm.

Respectfully submitted,

Simone O. Heyliger
Recorder