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**Reaffirmation Steering Committee**

Meeting Minutes

April 30, 2025, 10am-11am

ACAD 700H

1. Opening Remarks & Approval of minutes from February meeting

Dr. Bhati reported that the writing is

Bordelon moved to approve the minutes

Davis second

Vote unanimous

1. SACSCOC Vice President Visit Preparation

One agenda is the SACSCOC recommended VP visit; also a recommendation of our content within that agenda template.

We look forward to receiving feedback from Klein

We need to look at standards that SACSCOC highly recommends review during VP visit; need to provide information about off-campus instructional sites, how far they are, what the plan is for that visit.

Dr. Bhati then shared the ideas for the UHD visit; includes a 1-hour presentation from our SACSCOC VP; we will be speaking to the VP about standards where we are in non-compliance.

Who from your working groups should be included in this visit?

Question from Tim: For QEP subcommittees, are you looking at the chairs and a few other people? Answer: up to the QEP committee; extend the invitation to all.

* 1. Date: June 26-27, 2025
	2. Action Items:
* Identify interested working groups.
* Submit issues, topics, and questions for the SACSCOC VP to Divya by **May 29.**

Bhati shared a list of common questions that are asked. Are there additional questions we should include? Can be based on the standards, anything related to the on-site visit, anything that you think could be relevant to the institution.

For QEP, the first six are general, but the 7th is a question specific to ours. Can we add others? Yes.

We need to provide the list of questions ahead of time to Dr. Klein so he can prepare for the visit.

* Submit QEP items to Divya by **May 29.**

If you have additional people you wish to include in the visit meetings, let Bhati know. If you have additional questions, please submit to Bhati by May 29.

Question from Quander: can we just ask them to provide us feedback on the standard narrative and where we might experience issues? Yes.

Maxwell asked how we can best prepare for the sessions. Divya will share the agenda ahead of time and we will know if the VP wants to meet with additional individuals. If you would like to visit with him separately, we can carve it out. Dan – no separate meeting is needed, but just would like to know how to prepare for the visit occasions where he attends.

Maxwell suggested that after June 1, we should sit down with Max and Derrick (students) to debrief them and prepare them for the knowledge transfer.

* Suggest additional standards for review.

Any suggestions for standards to be added to this list?

6.1, 6.2

7.1

8.1, 8.2a

10.7

9.1, 9.2

12.1, 12.4, 13.1, 13.4

Include 5.4 since we have a policy change (HR)

We have received positive feedback for the library standard; do we need to include the library in the VP visit? Braysen says they will yield the time to another standard.

* Provide a list of off-campus OCIS with the requested information.

Maxwell – is there anything we need to prepare Maria for from the student support side for the off-campus visits? Bhati – the main questions are around advising, tutoring, library, security, academic support centers (do they have access). We need to make sure any people who may provide virtual support to have a physical presence during the on-site visit.

Bhati sent Maria a template of a spreadsheet to get her started on the list of programs offered.

Also need to provide any documents we want him to review by May 29

1. QEP Update

Last meeting, Tim provided an update on the narrowed down transferable skills (4) and the definitions of the skills (using NACE competencies as a starting point); mentioned we were beginning to recruit individuals to help with the microcredentials

Steering committee met last week; we have 4-5 faculty and staff experts in each area; looking for more; thankful for the enthusiasm so far; please share recommendations of additional faculty/staff with Tim.

Steering committee is still working on the formal charge to share with these working groups (for each transferable skill). How many modules should be included; how will it be deployed; will it be like an online course during the semester/given terms, or will the cycle be continuous? Questions about compensation for working group members. Depends on budget. Also there are plans to hire a Director of QEP; position to be posted in fall, hired in January.

1. Reaffirmation Working group updates
	* 1. Group 1: 10.6

David Ryden – good news is that we have feedback from the external reviewer; need to add information about ProctorU and shuffle some sections around; positive feedback around distance education; working with enrollment management to include something that we do not charge a separate fee for ProctorU.

* + 1. Group 2: 5.4 (Round 2) substantial revisions, feedback received in December 2024

Carole Clerie - Still in process of changing the policy

* + 1. Group 4: 5.2.c Control of Fund-Raising Activities (Round 2), minor revisions, received feedback in December 2024

Jay Zambrano – minor feedback for adding more evidence related to fundraising

* + 1. Group 5: 6.2a (rosters), and 6.2.c (program coordinator table)

Judith Quander – continuing to work on the faculty roster; the program coordinator table in 6.2c should be in roster form; need to pull a separate roster for these individuals

* + 1. Group 6: 7.1 (minor revisions round 2)

Need to make this document more concise

* + 1. Group 10: 12.1 and 12.4 - substantial revisions round 1

Maxwell – feedback was to make more data points in the narrative to provide more context. We also have some additional information that has become available as the semesters close, so we are adding more narrative in.

* + 1. Group 12: 14.5.a and 14.5 (minor revisions round 2)

David Ryden – the standard with us and the system is done; need to read the feedback on the other standard about making it more concise

* + 1. Group 13: 10.7 Pending initial review

DAvid Ryden – have been working with Jill Hill to complete this work

Kim Martin-Long and Marie Jacinto are serving as editors

Status of review by editors:

* Complete:4.2d, 4.2f, and 4.2g
* Pending: 9 standards

External consultant level: 8.2.a, 6.2b - question about where this feedback is? It is in the Teams folder identified as external feedback.

Dr. Bhati thanked everyone for all their work and adjourned the meeting.

**Upcoming**

Next meeting: June 25, 2025