



UNIVERSITY of ALASKA SOUTHEAST
Strategic Planning & Budget Committee
(SPBAC)

Meeting Notes - November 29, 2018

Attendees: Michael Ciri, Karen Carey, Kristen Handley, Eric Scott, Julie Vigil, Trisha Lee, Mae DelCastillo, Maren Haavig, Rick Caulfield, Steve Atwater, Heather Batchelder (Faculty Senate), Brandy Mulberry (Student Government), Keni Campbell (meeting notes), Wendy Horn, Jon Lasinski, Elise Tomlinson, Leslie Gordon, Jill Hanson, Pete Traxler, Kate Govaars (Staff Council), Gail Cheney, Nathan Leigh.

Provost Carey noted that the NWCCU draft document was sent to SPBAC members for review. The review committee is coming for a site visit in April 2019 to see who we are and how we do things.

Since this summer, Paula Martin has been working as a consultant on the document. She has experience of being a reviewer for NWCCU in the past. The document was started by Lacey Hall, and since Kristen has been hired she has added more information to complete the document. There are hyperlinks in the document to navigate to each section for the components of each of the five standards. All references relate to FY18 data, and the narrative can relate to changes that will be made (or have been made) as of now, remembering to state that the data is from a specific period of time. The conclusion of the document is an opportunity to state plans for the future in addition to reviewing what has been stated in the document. Any items that will be changing need to be factual.

Each theme includes a section on plans for continuous improvement. Tables and charts are there for placeholders at this time. Kristen will add in the final numbers later. By January 20, third party statement will go into the Juneau Empire and other media sources, for comments and input from the community. This will be three months prior to the visit.

Karen plans to give the report to graphic designer Alison Krein by January 1 so that she can create the final document with graphics and other enhancements. After that no changes will be accepted.

Institutional overview

This is a set of tables and other info required by the NWCCU. Information comes from Banner, as that is where all institutional information is kept officially. This will be a report on institutional changes since the last report, which was a 3-year self-study in 2013. The last 7 year study was in 2009.

Standard One - Mission and Core Themes.

This includes written information relating to specific eligibility requirements. The italics indicate what the standard says, and what follows is the UAS response. The metrics come right from the assessment plan, which was discussed at the last meeting.

If a link does not work please make a note of that and let Kristen know. Look carefully at the parts that pertain to your area - use the "suggestions" function and not the edit function.

Standard Two - Resources and Capacity

This is the longest piece of the document. Early on each area provided information about the items that pertain to them. There is an executive summary for each of those areas.

2A - Governance: The governing board is the Board of Regents, and all policies and procedures are those from the BOR under which we operate.

2B - Human Resources

2C - Education resources: This includes information about the catalog, learning outcomes, undergraduate and graduate programs, curriculum, credit hours, continuing education and non-credit classes.

2D - Student Support Resources

2E - Library and Information resources

2F - Financial Resources.

2G - Physical and Technological Infrastructure

Standard Three - Planning and Implementation.

This section relates to how core themes are selected and how they are implemented. It is challenging to make it cohesive as there is a lot of redundancy between Standard Three and Standard Four.

Standard Four - Effectiveness and Improvement.

Relating to core themes, this section explains how we assess and what goals for improvement we have. Unfortunately some of the metrics selected several years ago did not include well defined goals that are measurable. The document does what it can to speak to all of these goals, but will state that goals will be revised to be better defined and measurable.

Karen asked that each person review their area, and round out explanations of the ways we are meeting student success in that area.

Standard Five - Mission Fulfilment

They don't expect us to meet every metric, rather they want us to focus on continuous improvement.

Conclusion

There will be some information pages after the final sections of the report, including org charts, acronyms, institutional finances, and sustainability.

Resource room - this will be an electronic resource room which they will be able to access certain documents not intended to be public, like specific program reviews, and other internal documents. (In the past there was a physical exhibit room to include this, but they have now moved to an electronic model.)

Site Visit April 24-26

They will probably start the Tuesday before at 4 pm. They are staying at the Sheraton Four Points and UAS will need to provide transportation to campus.

The lead for the NWCCU team is Nathan Lindsey, who is the AVP for Academic Affairs at the University of Montana. He was involved with the recent evaluation of UAA.

Karen had asked them about whether or not they plan to visit community campuses. Her point was that UAS is different than other universities with community campuses. They are looking into how to accommodate that; it may be via video conference. This has not yet been decided.

Library Room 211 will be their work room, a locked room, and they will need access. They will also need food provided. Four Points does not have a conference room, so they are working on how to accommodate that need downtown.

Karen wants all work to be completed by December 20 so that she can get it to Alison Krein by January 1, this will give her about a month to get it ready for its final version.

Gail asked about data that was supposed to be pulled regarding diversity of applicants, which is not in Banner. It is mostly located in PageUp, and Karen said that was fine - as long as it is taken from a system that is common, not just arbitrary.

The google docs has a function that allows a comment to be made and a specific person assigned to a comment made, and that person will get an email indicating that they have been asked to do something in the document. Kristen and Karen will continue to review suggestions as they are made, not waiting until December 20 to read all.

This document can be shared with internal teams for their input - it is not confidential. Students should also review this document - they will want to meet with Student Government as well. Students are encouraged to make comments and provide input. Once Alison begins working on it, changes will not be permitted.

Right after the first of the year Karen and the NWCCU people will start arranging a schedule for their site visit.

Michael noted that this is only the 4th accreditation cycle that UAS has been through in its history, and this is the smoothest it has gone to date. Rick thanked Karen, Kristen, and Lacey for their work on this task.

Moving forward the intent is to have a committee that is continually looking at accreditation, which should make it easier next time. Kristen will help track.

Upcoming meeting dates:

January 17, 2019

February 14, 2019

March 14, 2019

April 11, 2019