

SALISBURY STATE UNIVERSITY
Minutes
PERIODIC REVIEW REPORT TASK FORCE
October 11, 2000

In Attendance:

Mr. Bryan Price, Director of Institutional Assessment, Research & Accountability, *Presiding*
Dr. Beth Barnett, Dean of Seidel School of Education & Professional Studies
Ms. Betty Crockett, Associate Vice President, Administration & Finance
Ms. Jane Dané, Dean of Enrollment Management
Mr. John Fields, Assistant Vice President of Student Affairs
Dr. Kent Kimmel, Associate Provost
Dr. Frederick Kundell, Professor of Chemistry
Mr. Ross Leisten, Associate Registrar, Representative to Staff Senate
Dr. Peter Lade, Professor of Anthropology, Representative to Faculty Senate

Absent:

Mr. Charles Moore, Representative of Student Government Association

The third meeting of the PRR Taskforce was called to order at 2:00 p.m. in the Holloway Hall Conference Room, #027.

Bryan opened the meeting with distributing the timeline which showed what reports have been received. Bryan informed everyone of expected delays for enrollment and management projections.

1. **Bryan opened discussion by asking what was needed from the campus community and who else to contact.**
 - a. Peter suggested that the Faculty Senate representation may have been misled. Elizabeth Curtin is now the new President.

RESPONSE: Bryan had spoken with Dr. Curtin; Peter was their representative: any reports could be forwarded for comment.

- b. Peter may add the 2-page plan from the IT Committee; the longer IT document can be available upon request.
- c. **Assessment**
 - i. Fred Kundell is requiring more information on Assessment
 - ii. Peter suggested the Q.U.E. website. (A link is provided on the PRR Website)
 - iii. Bryan said he would furnish Assessment reports.
 1. **Alumni Survey** report – currently in progress
 2. **CIRP Survey** (First-time Freshmen) or ASTIN survey – includes student attributes such as family and demographic information- available approximately November 15
 3. **MFR** – currently undergoing revisions; is outcomes based. 3-pager.
- d. **Facilities**
 - i. Ross asked for guidance and suggestions for this issue.
 1. Suggestions
 - a. Richard Yobst – space issues
 - b. What changes are taking place and how they compare with current facilities.
 - c. Obtain copy of Building Program (Dr. Barnett and Richard Yobst should have copies)
 - d. Jeff McNeil – architect
 - e. See Avery Saulsbury for classroom space information.

e. **Budget**

- i. Betty asked what other items are needed besides the list below. Bryan needs to review.
 1. Contingent/funding base
 2. Numeric analysis
 3. Contingent moratorium
 4. Tuition waiver plans
- ii. Alan Selser has been give access to the "T" drive. He has a comprehensive file of expenditures from 1985 to the Present.
 1. Peter asked if the file could be number-crunched to provide data for 2 or 3 years of our financial emphases.
 2. Betty is currently working on a percentage report that will show that information.

f. **Diversity** - John asked what materials would be available for his review. Some discussion took place – little material available.

g. **Enrollment** - In Progress

h. **Participatory Governance** - In Progress

2. **GUIDANCE FOR THE TWELVE ISSUES**

REQUIRED: A Well-developed and Substantial Response

1. Respond to the issue
2. Comparison to previous years
3. Explain agreements/disagreements
4. Provide appendices, if appropriate
5. **Preliminary responses due to Bryan by 11/1/2000.**
6. Goal is to have faculty and staff review by 12/1/2000 for feedback to the issues.
7. Finalized response due by **November 15, 2000**

3. **TIMETABLE**

- a. Everyone agreed that we are on schedule
- b. Bryan asked if there was additional information that could be provided to help one another on the issues. No discussion took place.

4. **UNIVERSITY GROUPS**

- a. Staff Senate – have not contacted them. Will keep them informed.
- b. University Forum – The taskforce decided at the first meeting that the PRR Taskforce was adequately represented though no one from the University Forum was present.
 - i. Bryan was asked to communicate through the Forum and use them to gather input.
 - ii. No other discussion took place.

5. **OTHER DOCUMENTS – ON THE "T" DRIVE**

- a. Mission Statement – when approved.
- b. Other PRR Reports – three-to-five documents are scanned and placed on the "T" drive for every member's review.

The next meeting of the PRR Task Force will be held November 7, 2000 at 8:00 a.m. in HH 027.

The meeting was adjourned at 2:45 p.m.

Recorder: Deana M. Karpavage