

SALISBURY STATE UNIVERSITY
Minutes
FINAL MEETING OF THE PERIODIC REVIEW REPORT TASK FORCE
April 16, 2001

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
Dr. Elizabeth Curtin, Representative of the Faculty Senate
Ms. Jane Dané, Dean of Enrollment Management
Mr. John Fields, Assistant Vice President of Student Affairs
Dr. Kent Kimmel, Associate Provost
Mr. Ross Leisten, Associate Registrar, Representative of the Staff Senate
Mr. Richard Pusey, Vice President for Administration & Finance

Absent:

Mr. Charles Moore, Representative of the Student Government Association
Dr. Frederick Kundell, Professor of Chemistry

Bryan Price brought to order the final meeting of the Periodic Review Report Task Force at 10:00 A.M. in the President's Conference Room on April 16, 2001.

1. **Status and Delivery**

Bryan discussed some report omissions.

The PRR draft was made accessible to the campus community for a review period of four weeks. The campus community was instructed to submit comments to their respective governance group.

Comments were received from several campus community members; however Elizabeth Curtin stated that she has received no faculty feedback. Bryan received minimal faculty feedback.

The President has reviewed the PRR Draft and has submitted comments.

ACTION: The due date for submission to the Middle States Association and the two reviewers is June 1. The PRR Draft will be finalized based on the feedback received. The executive summary will be finalized. The task force will be informed when the PRR is finalized.

2. **Reviewers**

Bryan discussed information regarding the two reviewers we have received from MSA. The President has been informed and has no objection.

3. **Attachments**

MSA requires all planning documents to accompany the PRR. A copy of each attachment was discussed with the task force.

4. **Publication Format**

Bryan presented to the taskforce two styles of publication formatting other institutions have used: traditional and unique (column format). The majority of the group preferred the unique style for ease of reading.

Discussion took place regarding the distribution and quantity of copies. Bryan stated that four copies, with attachments, will be sent off-campus and one copy will remain possibly in the Office of Assessment, Research, & Accountability, or in the Provost's office. Richard Pusey suggested

keeping a full copy in the library as well. Kent Kimmel also suggested that no more than 30 copies be made and distributed to the dean's level and above. Jane Dané suggested placing the report on the Intranet, to avoid it's printing throughout the campus community.

Bryan stated the final version of the report would be password protected through the Intranet, and only accessible to campus members.

5. **Deactivation of the "T" Drive**

Discussion took place regarding the use of the 'T' drive. The 'T' drive will be deactivated on May 16. Reports and other documents on the 'T' drive have been saved on disk as well as in print. Bryan suggested the task force members should save their own copies of any reports, if desired, before the deactivation date of May 16.

6. **Dinner and Social at the President's Residence**

Dr. Dudley-Eshbach would like to thank the PRR task force for their commitment.

7. **Other Business**

The task force members were requested to present any other issues regarding the PRR. Richard Pusey suggested incorporating in the PRR a strong stance in how our budget was negatively impacted by the legislature - the end result we received was not what was pursued. We were the third lowest in receiving funding.

Bryan stated he would include the negative legislative impact on the budget, but would not be accepting new initiatives for inclusion in the PRR beyond March 2001.

8. **Adjournment**

The meeting was adjourned at 10:45 A.M. No other meeting is planned.

Recorder: Deana M. Karpavage