

SALISBURY STATE UNIVERSITY
Minutes
PERIODIC REVIEW REPORT TASK FORCE
May 25, 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 Admissions
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
Mr. Charles Moore, Representative of Student Government Association

Guest:

Dr. Karin Johnson, Executive Assistant to the President

Initial meeting of the PRR Task Force was called to order at 10:00 a.m. in the President's Conference Room, pursuant to the memo and materials sent on May 11, 2000.

Bryan opened the meeting with introductions and review of materials each member should have received, which were: the self study visiting team report, the SSU follow-up report, the PRR handbook, the proposed timeline for the PRR, and the MSA accreditation policy statement.

Introduction. The Periodic Review Report (PRR) is an accreditation report due five (5) years after re-accreditation. It is not a self-study, but a comprehensive report.

Comment: We do not have to agree with the recommendations of the accreditation visiting team, but must substantiate any position. However, there are twelve (12) issues to respond to regarding institutional changes within the previous five (5) years.

Theme. Institutional Change

1. ITEMS FOR DISCUSSION

A. TASK FORCE COMPOSITION - Comprehensive representation of the University community, excepting University Forum.

1. Discussion concerning whether to add a member from the University Forum. The group concluded that a neutral member with excellent writing and grammatical skills could be added to edit the report. However, all constituent groups were adequately represented.

ACTION: Bryan Price will pursue suggested editor at a later date.

B. TIMELINE – Bryan asked members to discuss issues concerning the timeline.

1. Betty Crockett – 10-16-00 deadline for financial analysis– needs enrollment projections before processing the financial analyses.
2. Peter Lade and Fred Kundell suggested that the 12-15-2000 deadline for faculty review of the draft was too late due to finals and end of semester wrap-up. They suggest earlier in the semester.

3. Discussion took place regarding what Report A was and if it was needed.

RESOLVED

1. Move the financial analysis due-date to December 1, 2000.
2. The first draft of the PRR is due and submitted for review 12-1-2000.
3. Eliminate both the August 11, 2000 deadline and Report A expectations; however, each coordinator will be responsible for following-up on their units. Bryan will send reminders of deadlines to coordinators and units.

C. **METHOD TO DEVELOP REPORT**

1. Bryan stated that Middle States does not provide a guide for the design of the report.
2. Discussion concerned that report development should incorporate both the “issues” and each unit operations.

RESOLVED

1. That the method of obtaining information for the report should be focused on issues as well as units (departments).
2. That each “issue” (Accountability issues identified from previous study) will be assigned to particular units, with a member of the PRR Task Force coordinating each “issue”.

GOAL: Concise PRR consisting of less than 100--preferably 75--pages. Is decided to have units provide final reports to Assessment, Research and Accountability.

D. **Accountability for Issues identified from the previous self-study –** the following issues will contain a coordinator and list of units (not exhaustive) to focus on each area--as agreed upon by the members of the task force.

1. “Maintaining strength in foreign language instruction in view of the University’s globalization emphasis”

Coordinator – Beth Barnett, (suggested to collaborate with Dr. Ronald Dotterer, Dean of Fulton School)

Unit Assignments – Provost, Deans, General Education Task Force, International Programs

2. Outcomes Assessment (pp. 3, 5)

Coordinator – Frederick Kundell

Unit Assignments - Provost, Dean, Faculty, IR, General Education Task Force

3. Facilities are taxed
Coordinator – Ross Leisten
Unit Assignments – Space Committee, Physical Plant, Registrar, Deans (course schedules), Housing, Staff Senate(if applicable)
4. Faculty Workloads: Full-time vs. part-time (pp. 3, 6)
Coordinator – Bryan Price
Unit Assignments – Provost, Deans, Faculty Senate, System-level Faculty
5. Library Issues: (p. 7)
Coordinator – Beth Barnett
Unit Assignments – Deans, Provost, Facilities Planning
6. Linkage of planning to budget and enrollment (pp. 8, 10, 11)
Coordinator – Jane Dané
Unit Assignments - EMC, IR, Admissions, Finance, Financial Aid, Foundation, Deans, Provost, Fiscal Advisory Committee
7. Use of Contractual Employees (p. 9)
Coordinator – Betty Crockett
Unit Assignments – Vice-Presidential Level down, Staff Senate
8. Participatory Governance (pp. 10, 11)
Coordinator – Bryan Price
Unit Assignments - Faculty Senate, Staff Senate, SGA, President's Office
9. Instructional Technology and Infrastructure (pp. 7, 12)
Coordinator – Peter Lade
Unit Assignments – CIO, Dean of Libraries, Provost, Deans, and departments delegated by school deans.
10. Diversity (p. 13)
Coordinator – John Fields
Unit Assignments – Multiethnic Concerns Committee, Select Committee on Admissions, Human Resources, IR, Deans, President, Provost, Affirmative Action/Equal Employment Opportunity (Large area – involves everyone)

11. Funding Base (p. 14)
Coordinator – Betty Crockett
Unit Assignments – Finance, Advancement

12. Mission Statement and Identity (p. 14, 15)
Coordinator – Kent Kimmel
Unit Assignments – Provost, Deans, Admissions, SGA, Staff Senate.
Comment by Peter Lade: Timing off for SGA and Staff Senate. May have to be work in progress.

D. **DEADLINES** - Bryan will send reminders to units and coordinators of timeline deadlines

E. **AGENDA ITEM 5**

1. Concise reports will be needed from “units” who should respond to the relevant issues and give an overview of future initiatives.

ACTION: Bryan will send memos to “units” to assist them in the process of creating their reports.

F. **OTHER ITEMS DISCUSSED**

1. Members discussed where to submit the information from each area above.
2. Other Potential Topics for PRR – Information about ‘leadership’ change will be obtained from the President.
3. Peter Lade suggested placing the report/follow-up and timeline on the web for review.
4. Peter Lade and Fred Kundell suggested mentioning this process during the President’s Welcome Back, held in late August, and to send out e-mail messages.

RESOLVED:

1. That the information from units would be sent to Bryan, who would afterwards place information on the web (password protected) for review or set up a separate task force network drive.
2. That Bryan will coordinate the effort to place the documents on the web.
3. To place on the agenda - mention PRR Tasks at the President’s Welcome Back.

The next meeting of the PRR Task Force will be held in late July, early August.

The meeting was adjourned at 11:45 a.m.