Reaffirmation Steering Committee

Meeting Minutes

September 25, 2024, 10am-11am

ACAD 700

Dr. Bhati opened the meeting. We will be using this meeting to design our follow-up event for reaffirmation. We had a kick-off in March 2024, and we need to have a complimentary event to update the community.

Dr. Bhati requested a review of the August minutes. Carole Clerie moved to approve. Second from Lisa Braysen. Unanimous vote of approval.

Dr. Bhati then shared the timeline of reaffirmation events (attached). We are slightly behind in our external consultant's review (waiting on vendor approval). Seven standards are ready for review. There will be a staggered submission of standards. Dr. Bhati then continued to review the steps in the timeline.

Important dates:

- June 26, 2025 is the date of the SACSCOC VP Reviewer Visit
- Report Submitted September 3, 2025
- The QEP is due January 2026
- SACSCOC On-Site Team Visit is March 2026

We are now working on plans for our event later this fall "Harvesting Ideas for Carving our Future"

The group agreed on a date of Tuesday, October 29 in the afternoon (2:30/3?)

The event will be one hour and all faculty, staff, and students will be invited. The event will be in-person only.

Event design and content:

We heard your feedback from the August Reaffirmation meeting.

Reflecting back on the activity from August of the Ducks, Grey Goose, and Black Swan. We are looking to focus on three main themes:

Student Success, Faculty Excellence, and Operational Excellence

Dr. Bordelon will deliver the WHY? Remarks

The purpose of this event is to help the campus feel engaged in the process of accreditation. Reaffirmation is a self-study and a living process that we are trying to weave into the fabric of our culture. The feedback we receive MAY be appropriate to add to the report (though much of the report is already written), but more than anything, we want the campus to know this is a living process that will continue long after the report is submitted. For example, we are looking at policies and procedures and how we can continue to improve. This is like the next steps now that we have written the report.

Based on the three themes, we will have three sections in the room designated. We will have post-it pads so folks can write down the "bright spots" and the "blind spots" and any other feedback. They will stick the post-its on a message board.

We are looking for volunteers to facilitate these sections.

At the last meeting, we talked about reporting out what we had found in terms of bright spots; that we would be sharing? That was the original idea, but based on subsequent feedback, this may be too much of a "talking at" event. If the whole idea is to engage the community and hear their voices, we need to make this more of an idea time. We need to open up the exchange of ideas.

Conversations about how this facilitation will work. Desire to share the nuggets to make sure that these nuggets resonate with the audience. This will somewhat be up to the facilitator to create the balance of the exchange of information. We will provide resources to the facilitators.

- Faculty Success facilitator – Judith Quander
- Student Success facilitator – no one from 3SL is in attendance; perhaps Janina Arrington and Dan Maxwell can co-facilitate
- Operational Success facilitator – Carole Clerie and Kim Thomas

The invitation for this event needs to articulate well what is going to happen in each of these groups.

The group sessions will last 20-25 minutes, and then we will have the second half of the meeting focusing on the QEP. We will have a facilitated session about how do we embed the QEP into the fabric of our institution?

The QEP group is making a lot of progress. The group wants to amplify UHD through the QEP. UHD has a history of taking the idea and making it part of the institution. How do we do that with this new QEP? The QEP committee will take back these ideas and integrate into the plan.

Next agenda item – we need to be sharing about SACS with existing committee meetings. Dr. Bhati appealed to the reaffirmation steering committee members to share about SACSCOC with various committees. The committee was referred to the Teams site to find a sign-up table for the various committees – please add your meetings in this table. There is also a template of a presentation you can use.

Our next Reaffirmation meeting will be the day after the October 29 event.

We are combining November and December meetings to December 11 which is also immediately after the group returns from the SACSCOC Annual Meeting.

Next meetings:

October 30, 2024

December 11, 2024

January 29, 2025

February 26, 2025

March 26, 2025

April 30, 2025

May 28, 2025

Next Steps and Timeline
for Developing the Reaffirmation Compliance Certification Report (CCR)

Steps	Due Date
Step 1: Working groups finalize their initial drafts of CCR and submit them in the existing Teams space for internal review	May 1 – August 30, 2024
Step 2: Internal readers submit feedback; Working groups revise drafts as needed based on internal reviewers' feedback	See spreadsheet for dates based on standard (Between July – September 30, there will be staggered submissions)
Step 3: Round 1 of external review begins using the Teams site designated for the external reviewer	September 3, 2024
Step 4: Working groups receive external reviewer feedback, within 2 weeks revise (as needed) and submit in the existing Teams space (OIE will transfer copies for external reviewer Teams space)	See spreadsheet for dates based on standard (Between September 3 – November 22)
Step 5: Concurrent review by the external reviewer (Round 2) and by UHD SACSCOC Leadership team	December 2 -20, 2024
Step 6: Working groups finalize drafts based on both the external reviewer and leadership team feedback and submit in the existing Teams space	See spreadsheet for dates based on standard (Between December 2024-February 2025)
Step 7: Editorial team begins editorial review	See spreadsheet for dates based on standard (Between December 2024-March 2025)

Steps	Due Date
Step 8: OIE begins moving content and evidence to Compliance Assist (CA)	March – April, 2025
Step 9: Working group chairs/steering committee coordinators log into CA and validate all links, content, and evidence attachments, and submit verification that validation happened	March – April, 2025
Step 10: SACSCOC VP reviews CCR in CA	April-May 2025 (tentative)
Step 11: Geoffrey Klein, the SACSCOC VP, will visit UHD, hosting various meetings with writing groups and reaffirmation steering committee and QEP team	June 26, 2025
Step 12: SACSCOC Liaison, IE staff & Leadership Team finalize CCR with relevant evidence in CA	July 1-30, 2025
Step 13: SACSCOC Liaison and IE staff check and verify reports and lock CA for SACSCOC transmittal preparation, fix CA errors discovered during CA transmittal preparation, and collaborate with CA to create USB Drives. Checking and rechecking of the drives	August 1-30, 2025
Step 14: UHD submits the CCR to SACSCOC with evidence and updated "Institutional Summary Form" to SACSCOC via portal and USB drives, if needed.	**September 3, 2025**

Due date for CCR: September 8, 2025

SACSCOC Onsite Visit: March 2-5, 2026