

## WSCUC Steering Committee Meeting Minutes

Thursday, February 3, 2022

Zoom Meeting 2:00 pm - 3:30 pm

**Present:** Debra Jackson, Marta Ruiz (Admin Support), Aaron Hegde, Bob Frakes, Brian Street, Claudia Catota, Doreen Anderson-Facile Ilaria Pesco, Jackie Kegley, Jinping Sun, Kristen Watson, Markel Quarles, Michelle Ponci, Monica Malhotra, ORG-ASIPresident, ASI-LegislativeAffairs

**Absent:** Deborah Boschini, Dwayne Cantrell, Michelle Ponci, Rhonda Dawson

### **Action Items:**

- D. Jackson asks M. Ruiz to make a note that holds will be sent to the steering committee members for the WSCUC visit on March 8-10, 2023.

**Meeting began at 2:00 pm.**

### **Special Visit Timeline/Workflow**

- D. Jackson shared and went over the Special Visit Timeline/Workflow for the upcoming WSCUC visit. She mentioned that they have less than 12 months to prepare for the visit.
- WSCUC is set to visit on March 8-10, 2023, the committee members were asked to mark their calendars for that day.
- D. Jackson asks M. Ruiz to make a note that holds will be sent to the steering committee members for the WSCUC visit on March 8-10, 2023.
- D. Jackson also made note of January 6, 2023, as that is the day the Institutional Report is to be turned in to WSCUC.

### **Institutional Report Draft Writing**

- D. Jackson shared the Institutional Report writing guide and noted that everything that WSCUC is expecting to be presented in the report is stated in the guide.
- It was suggested that items that need senate approval or feedback be sent to them early on as to not have any delays in the completion of the draft.
- D. Jackson shared a table that listed the parts that needed to be included in the report. She suggested that it would be best if each part had a lead/lead writer. Live updates were made to the table as the committee members volunteered to help with a specific part.
- The writing style of the report should be professional but not too academic.

### **Progress regarding each WSCUC Recommendation**

#### **a. Institutional Research – Monica Malhotra**

- M. Malhotra shared that they are still in the process of hiring; however, they are making progress in this area so far.

#### **b. Program Review**

- J. Sun shared that membership of the UPRC committee still needs to be addressed.
- Senate needs to take on and address the recommendations send by the UPRC; they also need to decide on the recommendations to ensure that area is ready for when WSCUC comes to visit.

#### **c. Academic Support Services**

- B. Street shared that they are still missing some data with respect to student services. He also shared that a task force is in the works to address this area.

#### **d. Graduation Rates**

- M. Malhotra shared that progress is being made within this area, but not enough is being made for the 6-year Grad rates.

#### **e. Faculty and Staff Diversity**

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- C. Catota shared that progress is being made to this area, but the data is of course varying by a lot.

### **f. Strategic Planning**

- C. Catota shared that progress is being made within this area and for each goal the committee is developing a report and constantly addressing it.

### **g. Administrative Assessment**

- M. Quarles shared that they have identified a process to help address this area. Each unit is developing a mission statement that aligns with that of university. Additionally, each unit is developing outcomes that align with the strategic plan of the university. They are developing an assessment planner. They hope to implement these things by fall.

**Meeting ended at 3:07 p.m.**