Welcome and Introductions - Juliana Lancaster, 2012 President of RACEA

New Members:
- Kimberly Clark – Gordon State College
- Charlotte Slater – North Georgia State University
- Laveda Pullens - Gainsville State College
- Danielle Sutliff – Macon State College
- Mary Wearn – Macon State College

New Business
- Campus Consolidation prospectuses have been submitted to SACS on-time.
- Congratulations!!!

Proposed Bi-Laws Amendment – Treasurer
- Need to a stable way to manage the RACEA funds.
- Executive Committee has explored the options for housing this money.
- BOR will allow RACEA to open an Agency Account at a USG institution.
  - As a result, we will need a treasurer to serve on the Executive Board for multiple years to manage the funds and the account.
  - Other positions on the Executive Board are one year positions, but the treasurer will need to serve on a longer basis to prevent having to open and close the institutional agency account and transfer the money.
- Proposed Revision to RACEA Bi-Laws
  - Adds the position of Treasurer as a member of the Executive Committee
  - Allows the Treasurer to serve a multi-year term
  - Duties include
    - Establish and maintain a RACEA financial account at his/her home institution
    - Establish and implement financial policies and procedures
    - Collect meeting fees and disburse timely payments
    - Maintain accurate records and report to the Executive Committee and to full membership
    - Transfer undisbursed funds and records at the end of his/her service
- Suggested Revision to Proposed Revision
  - Switch the treasurer will step down before the or the Executive Committee decides a change is needed - Accepted
  - Suggestion to combine the secretary and treasurer – some discussion in the membership but general consensus is to keep them separate given the multi-year role of the treasurer and the differing skill sets. – No accepted at this time.
RACEA Standing Committee and Task Forces Updates:

Standing Committee CPR – Allan Aycock

- **Background Refresher:**
  - USG requires Comprehensive Academic Program Review a.k.a. “CPR” (BOR Policy 3.6.3)
  - animating issue for RACEA
  - SACSCOC requires “institutional effectiveness” processes (Core Principle 2.5)
  - RACEA seeks to connect these by promoting and supporting effective CPR processes

- **Timeline, Actions—RACEA working with USG**
  - 2010- early 2011
  - Developed and piloted peer evaluation process and criteria
  - March-July 2011
  - Vetted process with USG Presidents, CAOs
  - Recruited first set of institutions
  - October 2011
  - Trained, normed peer evaluators
  - November-December 2011
  - Conducted first set of peer evaluations for six institutions
  - April 2012—
    - Presented overview results at RACEA Annual Meeting and formed RACEA Standing Committee
    - Forwarded peer evaluations to USG to distribute to institutions

- **Current Status--USG Office of Academic Affairs**
  - USG did not forward 2011-2012 peer evaluations
  - No USG CPR activities while considering future of CPR while transiting to the leadership of Dr. Houston Davis.
  - USG directed RACEA not to conduct peer evaluation during 2012-2013
  - No further action

- **Current Status—RACEA**
  - 2011 Peer evaluations returned to institutions via RACEA liaisons
  - Positive response—evaluations are useful and leading to improvement in practice
  - RACEA peer evaluations offered as “service” to 15 institutions for 2012-2013
  - None requested
  - Next Steps?

Standing Committee – Web Resources – Jill Lane

Goal 1
- Create the RACEA website
  - Completed: [http://sites.google.com/site/racearesources/](http://sites.google.com/site/racearesources/)

Goal 2
- Create “Members-Only” area
  - Completed:
Task Force - SACSCOC Problem Solver – Bryan Davis

Divided ourselves into two subgroups

- SACSCOC USG Governance Resources Group
  - Continue and add to the work completed by previous task force
- SACSCOC Faculty Credentials
  - Poll members on faculty credentials policies and procedures

SACSCOC USG Governance Resources Group

- Polled Task Force Members
- CS 3.2’s
- CS 3.5.1
- CS 3.7.1
- All Federal Requirements
- Developed Web Resource
- [https://sites.google.com/site/racearesources/home](https://sites.google.com/site/racearesources/home)

SACSCOC USG Governance Resources

- Identified areas where USG documentation is weak
- CS 3.2.1, CS 3.2.3, CS 3.2.4, & CS 3.2.5
- Held conference call with Dr. Dorothy Zinsmeister, September 24 at 1:00 p.m. Dorothy Zinsmeister and Felita Williams have agreed to do the following:
  - Ask Kim Ballard-Washington of Legal Affairs, to search for documentation related to the SACS-COC governance standards we had discussed during the conference call. (CS 3.2.1, CS 3.2.3, CS 3.2.4, and CS 3.2.5).
  - Follow-up with Legal and provide a resolution or progress report by January, 2013, before the annual meeting.
  - The USG Governance Sub-Task Force also discussed helping the system office draft a revised credit hour policy that would require system institutions to have their own policy and give some guidance about what it should include. This would help with the new FR 4.9. I will pursue this further after polling the membership about existing credit hour policies.

- SACSCOC Faculty Credentials
  - Conducted poll of RACEA representatives during Fall 2012
  - Sharing results with subgroup today and planning

Discussion Items for this Task Force:

- Nothing in the RACEA bylaws about ethics either... should we consider adding this?
• Might need to contact USG Legal Affairs to provide us with the updated documents for the governance resources.

Task Force - USG Data Matching – Michael Black
• Formed February 24, 2012
• Deliverables for RACEA:
  o Presentation on Complete College Georgia at the Fall 2012 RACEA meeting.
  o Identify variables currently in the USG data warehouse which may be useful to CPR for the system office.
• Academic Data Collection – No longer called academic data mart. Institutions will own their data but the USG will access the data as needed.
• Running simultaneously, but by the end of fall the Academic Data Collection will be the primary source.

Updates from Standing Committees and Task Forces Working Session
• General consensus of the RACEA members present was that a request should be made to Drs. Zinsmeister and Williams for more consistent representation from USG to advise RACEA.

Standing Committee – CPR Update – Allan Aycock
• Complete College Georgia: can RACEA add value? Task Force?
• CPR peer evaluation: set meeting with USG staff including Houston Davis, Felita Williams and Dorothy Zinsmeister to rearticulate importance to institutions, value of formative peer feedback, and need for USG support.
• RACEA mission: CPR issue is an example of need for clear guidance, endorsement, and representation from the USG.

Standing Committee - Web Resources Update – Jill Lane
• Jill Lane will send directions on how to access the members only site.
• We need to update the roster to include the affiliate members and their contact information
• Leigh Funk will create and send a survey to the official representatives to update their information and to share that with any affiliates so we can establish a RACEA full membership list.

Task Force - SACSCOC Problem Solver Update – Bryan Davis
• SACSCOC Resources
  • Find out what is being done for the new Federal Requirements
  • Suggest that a SACSCOC issues task force should be continue
• Faculty Credentials
  • Policies and procedures were the primary concern stated in the survey
  • Solicit model policies and procedures from survey of participants who were successful
Task Force - USG Data Matching – Michael Black

- No update

Closing Business

List of possible discussion topics or concerns for RACEA for the next semester and/or year.
- SACSCOC : Credit Hour definition policy, - Executive Committee (EC) Suggested
- Mandatory on-site reviews - EC Suggested
- 3.13 and how to handle - EC Suggested
- Fifth-Year Reviews – EC Suggested
- Links between CPR and Complete College Georgia – Allan Aycock Suggested
- Software packages to support accreditation – maybe a members only blog where we can share best practices for collaborating, banding together for better deals, technology to support effectiveness and accreditation – Jason Huffman Suggested
- How to share what we are doing with others – working together within the USG system is valuable to share with others within the SACSCOC region.
- Specialized Accreditation – how often are BoR programs getting cited on requirements that are related to state, system-wide or USG policies or procedures or the lack of – Suggested by Mickey Williford
- Additional direction on what the USG needs from us.
- Possible Consideration – have RACEA communicate as a group to SACSCOC where the principles are unclear. 3.13, prospectus consolidation etc.

Complete College Georgia Campus Plans

- To access the Complete College Georgia Plans go to Available in one PDF at:
  http://www.usg.edu/educational_access/documents/USG_Campus_Completion_Plans.pdf

SAVE THE DATE:

Date for Spring Meeting is February 21 and 22, 2013 (Thursday & Friday) – Full day on Thursday and short day on Friday. Please let Juliana Lancaster know if you would like to host that meeting at your campus.

No Other Business:
Adjourned at 1:30