RACEA Executive Committee  
Conference Call  
Minutes July 12, 2013

Members attending: Allan Aycock, Jason Huffman, Jill Lane, Michael Black, Juliana Lancaster, David Gribbin, Leigh Funk, Susan Campbell-Lounsbury

Members absent: Mickey Williford

Agenda

1. RACEA Executive Committee changes  
   a. Barbara Brown has accepted a position with USG System Office, and will therefore no longer be able to serve as Chair of RACEA  
   b. The bylaws say that the Executive Committee makes appointments “to complete the term of the vacated office.”  
   c. New positions  
      i. Allan Aycock, Chair (term through Spring Meeting 2014)  
      ii. Bryan Davis, Chair-Elect (term as Chair to begin at the conclusion of the Spring Meeting 2014)

2. Action Item: Allan will contact Donta Truss Associate Vice President for Institutional Research and Planning at Fort Valley State U to see if he is willing to become Secretary.

2. RACEA fund transfer  
   a. Paperwork for transfer to Valdosta State has been done and sent to GPC Foundation  
   b. Funds should be at VSU within a couple of weeks

3. Spring 2013 Annual Meeting feedback (Jill Lane)  
   a. Response rate for survey very low  
   b. At Fall meeting we propose to  
      i. Have survey ready and ask folks to do it near end of meeting (online or hard copy TBD)  
      ii. Survey will focus on Spring Meeting Topics  
         1. Check boxes for already proposed topics  
         2. Text box for other suggestions

4. CPR update (Susan Campbell-Lounsbury, All)  
   a. Productivity study is the first domino for BoR  
      i. Majors inventory and redesign of database not yet complete  
      ii. The meaning of productivity was discussed  
         1. Old thresholds of 10 for undergraduate programs and 5 for graduate calculated on a rolling three-year average will be initial standards
iii. Susan says there is a link between productivity review and CPR in the minds of system office personnel
iv. Allan asked the question: what does going below the threshold trigger?
v. Jason reminded us that Houston Davis suggested at the spring meeting that low productivity would result in a deeper dive into data, but what data and how that dive would be accomplished has not yet been decided
vi. Juliana suggests that RACEA’s concern is that a balance between productivity, quality, and viability be struck in this process

b. CPR Audit process is the second domino
   i. Process is underway
   ii. Executive Committee members have been contacted about access to their CPR archives

c. Should we try to speak with Houston Davis to make our concerns clear?
   i. Allan asked if we should try to set up a call.
   ii. Susan suggested that it might be better to start with Linda Noble
      1. **Action Item:** Allan will draft some questions to ask Linda and send them out for review

5. BOR/USG documentation for SACSCOC principles—Felita Williams document (see attached email and document)
   a. We still need documentation (agendas, minutes, memos, work products, etc.) that demonstrate the policies are implemented
   b. Particular concerns for documentation are still Presidential Evaluation and Conflict of Interest
   c. **Action Item:** Susan will talk with Felita Williams to find out more about what she has done
   d. **Action Item:** Juliana and Allan will send feedback to Felita on what she sent to us

6. Assessment Survey (David Gribbin)
   a. David wanted Feedback from the Executive Committee on his survey, especially from larger institutions
   b. The question was posed about who should receive the survey and what we want to get out of it
   c. Since an inventory of assessment methods around the system is the main goal of the survey, Jill and Allan suggested that one to three persons could fill out such an inventory at all institutions
   d. Therefore, we will send survey to RACEA Representatives who will gather information from campus experts to complete the survey.
   e. **Action Item:** Executive Committee members will send suggestions for a more compact survey to David by July 31

7. Fall Meeting, Middle Georgia State University, Macon, Friday October 25, 2013
   a. Logistics—agreement with MGSU in progress
i. $50 for the day
ii. No CPR Training
iii. Continental Break, Lunch, and Breaks will be included

b. Agenda Still in Progress
   i. Update on CPR process from Linda Noble
   ii. Possible sessions on assessment or institutional effectiveness topics (Annual meeting survey? David’s TF?)
   iii. Committee-Task for Updates (breakouts to plan)
   iv. eMajor Progress
   v. Mechanics of negotiating agreement for and assessing USG Consortia

8. Spring Annual Meeting—UGA Georgia Center, Athens, Thursday, April 10—Friday, April 11, 2014: Allan has reserved space at the Georgia Center

9. Next Conference Call: Friday August 9, 2013 at 9:00 a.m.

10. Adjourned at 10:03 a.m.

Minutes Submitted by Bryan P. Davis