RACEA

Minutes of Executive Committee Meeting—Conference Call
Friday May 10, 2013
9:00 a.m. to 10:00 a.m.

Participants:
• Barbara Brown (GPC), Chair
• Bryan Davis (GSW), Secretary
• Michael Black (VSU), Treasurer
• Jill Lane (Clayton), Standing Committee Chair - RACEA Web Center
• David Gribbin (EGC), Task Force Chair - Assessment Task Force
• Susan Campbell Lounsbury, USG Liaison to RACEA

Unable to Attend:
• Allan Aycock (UGA), Chair-Elect
• Juliana Lancaster (GGC), Immediate Past Chair
• Mickey Williford, (GRU), Standing Committee Chair - CPR Peer Review
• Leigh Funk (KSU), Task Force Chair – SACSCOC Problem-Solver & Resources
• Standing Committee Chair - CPR Peer Review

I. CPR status
   a. Barbara Brown sent a letter to Vice Chancellor Houston Davis requesting a meeting with either him or with the Internal Audit Group.
   b. Discussed Response from Vice Chancellor Davis (attached to these minutes as an addendum).
      i. Very little appears to be decided at this point about the nature of the process revision.
      ii. The Internal Audit Group will not oversee this academic matter, but rather will consult on policy analysis and perform a procedural audit.
      iii. Vice Chancellor Davis asserted that for RACAA and RACEA "should form the nucleus of any efforts toward those goals," i.e. the revision of CPR policy and procedure.
      iv. Vice Chancellor Davis suggests a conference call with RACEA executive committee for mid to late July.
   c. Degrees and Majors Authorized Audit
      i. Michael Black talked about his experience completing the task at Valdosta:
         1. Note that the deadline for completion was moved back to May 30, 2013 from May 10, 2013.
         2. Michael found that for his institution the USG database included approximately 50% more degree programs than VSU actually has. This discrepancy was due principally to deactivated education and AAS programs that had not been removed.
         3. The process requests institutions to population fields such as program name, CIP, approval date, implementation date, credit hours, delivery method, and date of last program review.
         4. He also noted that CIP codes for some programs are not in the software being used for the project; Susan Campbell Lounsbury clarified that not
all CIP codes are in the USG database, only codes that have been previously used by USG approved programs.

5. Questions about this process should be directed to Linda Noble or Marci Middleton.

d. No one has yet any contact with the Internal Audit group regarding the CPR process on their campuses.

II. Annual meeting findings

a. Barbara Brown and Jill Lane vied to claim responsibility for dropping the ball.
b. Barbara will draft a letter to membership that includes save the dates messages for fall and Annual meetings.
c. Jill will send out Barbara’s letter and the survey before next Executive Committee Meeting.
d. Data from previous surveys:
   i. More focus on assessment and institutional effectiveness
      1. To this end, David Gribbin’s Task Force will create a survey on assessment practices to be sent out in late July 2013
      2. Results of survey will be reported at the fall meeting, and perhaps inform the agenda of the fall meeting, as well.
   ii. Less focus on accreditation

III. Fall Meeting

a. Date(s) Thursday, October 24 (if needed) & Friday, October 25, 2013
b. Location: Macon campus of Middle Georgia State College
   i. Barbara awaits a contract from MGSC
   ii. Cost of meeting will be $50 to cover Friday expenses, and RACEA will cover the cost of Thursday if we decide it is needed.
   iii. At this time, it seems unlikely we will meet on Thursday, too.
   iv. Barbara will check with CPR committee to gather their thoughts about any proposed CPR training on Thursday.
c. Current Agenda proposals
   i. Update CPR process from Linda Noble
   ii. Possible sessions on assessment or institutional effectiveness topics gleaned from annual meeting survey or from the survey by David’s task force
   iii. Committee-Task Force Updates (breakouts to plan going forward)
   iv. eMajor Progress
   v. Mechanics of negotiating agreement for and assessing USG consortia

IV. Spring Annual Meeting

a. Dates: Thursday, April 10, and Friday, April 11, 2014 (not yet confirmed, but Allan Aycock will have confirmation soon.)
b. Location: Athens
c. Agenda
   i. Perhaps we should give SACSCOC a rest, unless significant changes come out of the June or December Board Meetings
   ii. Perhaps we could arrange a conference call or webinar with SACSCOC rep if needed rather than paying for an in-person visit.
   iii. Some sort of assessment or IE speaker/workshop

V. Finances

a. Confirmed balance in RACEA account at GPC of $3609.84
   i. Refund check from Georgia Center of $140.74 still outstanding
ii. Bill from USG still outstanding
b. Michael Black has filled out the form to create an Agency Account at Valdosta State, but we will wait until FY 2014 to transfer funds from GPC to VSU.

VI. Membership lists
a. There were a couple of inaccuracies in Bryan’s list that have been corrected.

VII. Next Meeting
a. Friday, July 12, 2013 at 9:00 a.m.
b. Agenda forthcoming from Barbara.

Submitted by Bryan Davis
Vice Chancellor Houston Davis’s Response to Barbara Brown’s Letter

Dr. Brown,

Thanks for your email regarding CPR. I am glad to see (especially at the end of your email) that you caught that I want to put the RACEA work and voices at the forefront of these discussions regarding any further changes to policy and process. As discussed with the group at your annual meeting, two groups in particular - RACAA and RACEA – should form the nucleus of any efforts toward those goals. That is absolutely still the plan and our strategy for the work going forward. RACAA does not have its next meeting until July 7-9 and will have this as one of the topics on their agenda. As we discussed back earlier in the spring, there is a three part initiative underway that involves interrelated components – 1. Post Approval Monitoring of Recently Approved Academic Programs; 2. Review of the Overall Academic Program Inventory for Low-Productivity Concerns; and 3. Renewing the Effort to Improve the Comprehensive Program Review Process. All three of those initiatives fall under an umbrella that should involve RACAA and RACEA in addition to other key voices. None of those three things are going to be solved (or changed) quickly and will be a part of our policy work agenda for at least the next year (maybe even into ’14-’15).

So...I definitely think that you should continue your effort toward your October event as originally planned. It would be a good idea to have an update on all of these things on your agenda, though none of them will be near resolution or change at that point.

One other point of clarification is the role of the Audit Division in this Academic matter. They have a couple of staff that have particular expertise in policy analysis and procedural audit and can be especially helpful with some of the analysis of other systems’ and states’ policies and procedures. They are purely in a consultative status and will be giving us reports of their research on the matter. We shared with them the work that RACEA has already done and told them that it set the pace for our work going forward. Anything that they produce for their review will become part of the sources of evidence that all of us can utilize as we move forward with our system-wide discussions.

Thanks again for your note. Please let me know if you have any further questions. We should absolutely connect with the RACEA executive committee after we have audience with all of the Academic VP’s at their July meeting. Perhaps putting a conference call on the calendar for mid to late July would be good. Let me know if you have a date that will work for an update.

Houston

Houston D. Davis, Ph.D.
Executive Vice Chancellor and Chief Academic Officer
University System of Georgia