MINUTES

**Executive Council**

11/06/2024|2:10 PM Meeting called to order by Brian Logan

**Members Present:** Gerald Plumlee, Sarah Jennings, Makenzi Hamilton, Brittany Lenard, Kim Rand, Monty Harrington, Kim Bloss, Abdel Bachri, John Schneiderwind, Jennifer Rowsam, Connie Wilson, Roger Giles, Eric Valenzuela, Donna Allen, Brian Logan, Robin Sronce

# **Approval of Minutes**

Minutes were approved as written. Motion: Gerald Plumlee, seconded by Connie Wilson

# **Announcements**

* **Updates on Specialized Accreditation**
	+ **AACSB:** Gerald Plumlee reported the peer review team came October 20-22 and the department felt it was a good visit. Confirmation was received on November 6th that the report had been submitted. The next group will review the report on January 28th and feedback from that will arrive six to eight weeks later.
	+ **CAEP:** Kim Bloss reported formative feedback was received on November 1st. The department is now working on the information they received.
	+ **NACEP:** Sarah Jennings reported the department has been working to gather the additional evidence that was requested. The deadline to upload is November 8th. The peer review team will visit sometime in the spring; the exact date will be announced following the additional evidence being uploaded.
* **Strategic Planning and Mission & Vision Review**
	+ John Schneiderwind reported a questionnaire was sent to staff and faculty regarding the vision statement. In total, 129 responses were received across campus. A meeting will be held with Dr. Hicks during the week of November 11th to discuss the information. Then, a meeting with the strategic planning committee will be held to nail down a final vision statement. Following this, the process will be repeated to create the mission statement.
* **NSSE: Starts Feb 24, 2025**
	+ Brian Logan reported the team has been working through specifics with Christine Pacheco and will finish the survey customization by the end of the month. The survey will be sent out February 24th and last through May 14th. In total, 5 messages will be sent to students via email with a link to fill out the survey.
* **HLC**
	+ **Preferences for 2026 Due Dates:** Brian Logan reported the team submitted the due date preferences. The due date selected will be announced on November 15th.
	+ **New Criteria Webinars:** Brian Logan reported the new criteria will come out in September 2025. The changes include combining the 5 criteria into 4 and removing subcomponents from the criteria. Based on the set of webinars completed on November 4th, the group noticed the changes focus on a more mission driven process and the term sustainability and how schools focus on sustainability in their processes.
	+ **Additional Discussion:** Brian Logan reported all groups need to focus on taking minutes during any type of strategic planning meetings to ensure sufficient evidence is available to use in the report.
* **Retention Webinar:** Jennifer Rowsam reported a copy of the webinar will be released at some point. The following are its key takeaways:
	+ **Faculty outreach templates:** Faculty reaching out to students is important. Jennifer Rowsam asked the question of would it be beneficial to make templates/examples regarding how to reach out to students and place it in a group folder for faculty and staff to use. Positive feedback was received regarding the idea, and it was stated the information could be posted in the Faculty/Staff Virtual Center.
	+ **“Study the Successful”:** It is beneficial to study groups of students that are successful and staying at SAU to see what characteristics are present that are helping them to thrive. Then, it is beneficial to apply that knowledge to help struggling students obtain similar characteristics so they can begin thriving.

# **Action Items**

* **Documenting CESS usage**
	+ Brian Logan reported a better effort needs to be made to share information, such as the CESS data, with other groups, and better efforts need to be made to track the sharing of that information. The request was made for suggestions regarding who to share the information with and how to capture how the information is used to make decisions. Ideas for how to better implement the data included providing it to the budget committee and creating a follow-up survey or focus group. Ideas for how to store evidence (such as slides, meeting notes, sign-in sheets, etc.) included creating a repository.

The motion to adjourn the meeting was made by Kim Bloss.