MINUTES

**Executive Council**

12/04/2024|2:10 PM Meeting called to order by Brian Logan

**Members Present:** Brian Logan, Gerald Plumlee, Kim Rand, Makenzi Hamilton, Sarah Jennings, John Schneiderwind, Robin Sronce, Jennifer Rowsam, Angela McLaughlin, Donna Allen, Eric Valenzuela, Krista Nelson, Abdel Bachri

# **Approval of Minutes**

Minutes were approved as written. Motion: Gerald Plumlee, seconded by Krista Nelson

# **Announcements**

* **July 26, 2027 – Assurance Argument Due Date**
  + Brian Logan reported the due date to electronically submit the assurance argument is July 26, 2027. This process should only require an electronically submitted item, the peer review team should not come to campus.
* **Udates on Specialized Accreditation**
  + **CAEP** – Robin Sronce reported the new accreditor for the Education department will be AAQEP. The department report will be due in March and a visit will take place in November.
  + **NACEP** – Sarah Jennings reported the additional evidence was uploaded on time. The peer review team should visit in February. The preferred dates submitted for the visit were February 2-5, 18-20, or 19-21. The department is waiting to hear back from the team about what dates were approved.
* **Strategic Planning and Mission & Vision Review**
  + John Schneiderwind reported the vision review is finished and the vision statement is decided. Now, a draft form has been created to gather feedback on the mission statement and the draft will be sent to the board in the next couple days. Feedback should be received from the board during the week of December 9th and a finalized form will then be made based on the feedback. The form will be sent to staff and faculty at the beginning of the spring semester.
* **CESS Comparison Group Update**
  + Brian Logan reported it was discovered the CESS data the survey providers sent the college included a customized comparison group instead of the full group of survey participants. Since SAU requested a full comparison group, the providers sent an updated version. It appears the data presents similar results as before, but additional analysis will be done to see if anything varies.
* **HLC Substantive Change – MS in CRJU**
  + Jennifer Rowsam reported SAU is working to introduce an MS in CRJU. To begin this process an HLC screening form was submitted in 2022. The feedback received from this was a substantive change form needs to be submitted. With this substantive change form, the review team may conduct a visit to campus, desk review, or panel change. After this, feedback will be received and a better understanding of the timeline of this process and when the program can be introduced will be known.
* **QEC Meetings at 3:40 in Spring 2025**
  + Brian Logan reported that for the spring semester the QEC meeting time will be at 3:40 to accommodate new schedules.

# **Action Items**

* **Storing Minutes and Agendas for University and Academic Committees**
  + Brian Logan reported a meeting was held with Drew Glover and it was determined the Blackboard Community could be a feasible location to store information. Another feasible option is to store information on the shared drive. During the meeting feedback was requested regarding which location everyone thought would be better. Comments received included that Blackboard would be beneficial because previous security incidents have caused the shared drive to go down, but Blackboard was still accessible. Blackboard would also be beneficial because it is easier to access off campus compared to the shared drive.
  + Brian Logan reported the goal is to have committee chairs submit an end of year report in the spring that will be placed in the new storage location. Then, in the next school year the new storage process will be implemented and there will be a push for additional reports to be placed in the storage location.
* **Post – CESS Communication Survey**
  + Brian Logan reported based on the CESS survey data results, communication and clearly documented processes are the top areas that need to be strengthened on campus. A post – CESS communication survey is being created to address these items and determine additional information such as what information individuals are struggling to get, where they prefer to get information from, and what type of information they want to receive. Gender and years of service will also be asked about in the post survey due to them having the most impact in the CESS survey results. Currently, the post survey is in draft form and the executive committee was asked for feedback on adjustments that should be made. The goal is to send the survey out digitally in the spring.

# **Other**

* Abdel Bachri reported assessments are collected each semester for GenEd learning goals, but there is not a consistent group to review the results and drive changes. It was suggested that a group be established to take on the task of monitoring the results and driving necessary changes.

The motion to adjourn the meeting was made by Abdel Bachri.