

# Compliance Certification

## February 12, 2009.

**Present:** Sophia Andres, Lail Grant, Narita Holmes, Roy Hurst, Maureen Page, Bob Perry, Teresa Sewell, Karen Smith, Christine Stanley, Denise Watts, Bobbie Williams

### I. **Review of the Minutes from 2-5-09**

The minutes were approved as written.

### II. **Review of Standards**

3.4.2: Continuing Education/Service Programs. On page 1, second paragraph, under Continuing Education, PPR stands for "Pedagogy and Professional Responsibility" examination. On page 1, last paragraph under Community Outreach and Service, we need a sentence that explains why it is important to bring the AVID program's students to campus. Change reference link 33 to the Volunteer Center's webpage.

3.4.10: Responsibility for Curriculum. On page 1, fourth paragraph, under Academic Program Review, we need to add that national accreditation reviews substitutes for local program review. In the same paragraph, second sentence, after "and the overall effectiveness of the program," add in "enrollment trends, demand for graduates and future directions under different budgetary scenarios . . ." On page 1, last paragraph, under Academic Program Review, add "through the administrative chain of command" to answer the question note in the text. Also under Academic Program Review, add an explanation of the third part of the review process – a meeting between the dean, department head and provost to discuss future directions. This is explained in the new suggestions for HOP guidelines for program review.

3.4.11: Academic Program Coordination. We need a table inserted in the text (perhaps after the third paragraph) that identifies the academic program coordinators, the program they coordinate, and their qualifications/experience. This table should link to each coordinator's vita. On page 2, second sentence "In addition to" needs to be changed to "In substitution for." We can link to 3.4.10 for more information on national accreditations.

3.5.2: Undergraduate Program: Residency Requirements. Take out the whole section on graduate credits. On page 1, under Degree Audits, change "Degree Shop module" to "degree audit." CCJO is a joint undergrad program so that section needs to be rewritten. On page 2, under UTTC section, UTPB does use UTTC for consortial/joint program. Rewrite that section. After last sentence, we should link to section 3.4.6.

3.5.3: Undergraduate Program Requirements. On page 1, first paragraph, add in a sentence that says the requirements for academic programs are published in the Undergraduate Catalog. We need to check the draft version of the new Undergrad Catalog to see how the core requirements for mathematics are shown. It should read 3 hours of mathematics and 3 hours of statistics or mathematics above college algebra. There are actually 10 components to UTPB's core curriculum. We will cite the core curriculum pages in the new Undergraduate Catalog. On page one, under Undergraduate Degree Programs, last sentence, add "maintained by a program review process" to the end. Also cite whichever SACS principle explains academic program review best. A section about distance education needs to be added.

3.5.4: Terminal Degrees of Faculty. The principle's correct name and statement must be listed. The table listing the percentage of undergraduate semester credit hours taught by terminally qualified faculty members by major for fall 2008 shows UTPB is in partial compliance because marketing had 17 percent of UG SCH taught by terminally qualified faculty members. This should be cleared up very soon. Be sure to include table in rewrite and have correct compliance designation. In reference No. 2, do not cite the THECB manual. The THECB accountability report or statistical report would be more appropriate.

### III. **Next Meeting**

The next meeting will be held February 19, 2009 at 1:00 p.m. in MB 4206. The Team will review rewrites of 3.5.4 and 3.4.12; 3.5.1; and 3.6.1-3.6.4