



## Memorandum

**To:** Members, Committee to Advise Performance Funding and Assessment (CAPA)

**From:** Dr. Lovely Ulmer-Sottong

**Date:** October 17, 2002

**RE:** **CAPA Committee Meeting – October 25, 2002**

The Committee to Advise Performance Funding and Assessment (CAPA) will meet on Friday, October 25, 2002, at 9:00 a.m. at The Citadel in Coward Hall, 2<sup>nd</sup> Floor Regimental Commanders' Riverview Room. Enclosed are the materials for agenda items that will come before the Committee.

Lunch will be provided immediately following the meeting. We look forward to having you join us.

Enclosures

cc: Performance Funding Institutional Representatives  
Members, Commission on Higher Education

*Subject to Consideration of CAPA on October 25, 2002*

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**Committee to Advise Performance Funding and Assessment (CAPA)**

**Friday, October 25, 2002, 9:00 am, The Citadel**

**Regimental Commanders' Riverview Room-2<sup>nd</sup> Floor**

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**Agenda Items**

- |  |               |
|--|---------------|
| 1) Committee Minutes of September 20, 2002 | Attachment 1  |
| 2) Discussion of Future Planning for CAPA  | No Attachment |
| 3) Other Business                          | No Attachment |
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Lunch will be provided after adjournment of meeting.

*Subject to Consideration of CAPA on October 25, 2002*

**COMMITTEE TO ADVISE ON PERFORMANCE FUNDING AND ASSESSMENT (CAPA)  
Advisory Committee to Planning, Assessment and Performance Funding Committee**

**Minutes of September 20, 2002**

**South Carolina Commission on Higher Education  
Large Conference Room**

Members Present

Dr. Gary Hanson (Francis Marion)  
Dr. Thomas Higerd (MUSC)  
Dr. David Fleming (Clemson)  
Dr. David Hunter (USC, Regional Campuses)  
Dr. Robert Isenhower (Spartanburg Tech)  
Ms. Karen C. Jones (Winthrop)  
Ms. Dorcas Kitchings (Midlands Tech)  
Dr. Harry Matthews (USC Columbia)  
Ms. Chris Mee (Coastal Carolina)  
Mr. Bob Mellon (S.B.T.C.E)  
Dr. Isaac "Spike" Metts (Citadel)  
Dr. Jacqueline Skubal (Denmark Tech)  
Ms. Michelle Smith (College of Charleston)  
Dr. Rita Teal (SC State)  
Mr. Jonathan Trail (USC Spartanburg)

CHE Staff Present

Ms. Sandra Carr  
Ms. Lynn Metcalf  
Dr. Michael Raley  
Dr. Lovely Ulmer-Sottong  
Ms. Julie Wahl

Guests Present

Dr. Ann Bowles (USC Union)  
Mr. John Campbell (USC Columbia)  
Dr. Ron Cox (USC Lancaster)  
Ms. Mary David-Fox (USC Beaufort)  
Dr. Mary Gunn (Coastal Carolina)  
Ms. Jodi Herrin (USC Aiken)  
Ms. Lucy Hinson (Greenville Tech)  
Dr. Mike Jordan (Francis Marion)  
Ms. Star Kepner (USC Sumter)  
Mr. Mac Kirkpatrick (Lander)  
Dr. Carol Lancaster (MUSC)  
Mr. Russell Long (USC Columbia)  
Ms. Shelly Long (Coastal Carolina)  
Dr. Phyllis Myers (Trident Tech)  
Dr. Charles Parker (Midlands Tech)  
Ms. Rose Pellatt (Spartanburg Tech)  
Ms. Anna T. Strange (Central Carolina Tech)  
Ms. Catherine Watt (Clemson)  
Mr. Rick Wells (Aiken Tech)

***Subject to Consideration of CAPA on October 25, 2002***

Dr. Lovely Ulmer-Sottong opened the meeting at 10:30 a.m.

I. Review and acceptance of minutes from July 8, 2002

Dr. Harry Matthews requested deletion of the phrase “when possible” from the minutes on page 2, 8<sup>th</sup> paragraph, and at the end of the last sentence. The sentence should read, “Dr. Ulmer-Sottong agreed to do this.” Dr. Ulmer-Sottong indicated that she did not have a problem with the change; however, she would like to discuss the issue with Ms. Camille Brown, Program Manager (CHE), and report back to the committee. It was noted that Dr. Carol Lancaster’s (MUSC) name was omitted from the Guests Present list. Dr. Ulmer-Sottong reminded attendees to sign in on the attendance list circulated at each meeting. It was the consensus of the group to accept the minutes with the noted changes. (See Attachment 1 for corrected minutes)

III. Discussion of Year 7 Standards for Indicator 5A, 9B (Item taken out of order)

Dr. Ulmer-Sottong asked that the agenda be adjusted to accommodate Mr. John Campbell, USC Controller, whom she invited to assist with Agenda Item III. Dr. Ulmer-Sottong explained that Indicator 5A and 9B are financial indicators affected by Government Accounting Standards Board (GASB) 34 and 35 requirements and she believed it would be beneficial to hear from Mr. Campbell.

Mr. Campbell briefly summarized major changes that have occurred in accounting procedures at the colleges and universities in the State. All of the state colleges and universities now have consistency in financial reporting in implementing the new standard requirements. He discussed a matrix that is being included in notes to the financial statements (Attachment 2). The notes add clarification to the data reported and do not reflect the data as reported last year. He noted that, under the new requirements, expenditures could not be compared to data reported under the old accounting method. Mr. Campbell explained that the categories could not be standardized to last year categories and no crosswalk exists to IPEDS Part B for last year. On behalf of the Committee, Dr. Ulmer-Sottong thanked Mr. Campbell for coming to the meeting.

There was a lengthy discussion concerning scoring and the ramifications for public perception that Indicators 5A and 9B pose. An alternate recommendation from the Technical College Sector was discussed. Additionally, it was suggested that Indicator 9B, affecting only research institutions, could be handled separately. Dr. Ulmer-Sottong stated that the staff will request that the Planning and Assessment Committee defer for one year financial Indicator 5A. She requested CAPA representatives speak to their institutional financial people and then use the listserv to share any issues that might exist. Staff will determine if it is necessary to have another meeting prior to the Planning and Assessment Committee meeting on October 24. (See Attachment 3 for materials circulated regarding 5A and 9B.)

II. Discussion of Year 7 Standards for Indicator 2D

Ms. Julie Wahl briefly discussed staff’s rationale for the proposed recommendation for Indicator 2D. Ms. Wahl reviewed the materials distributed for this agenda item. No concerns were expressed with the staff’s recommendation.

There being no comments, Dr. Ulmer-Sottong stated that the staff would take the recommendation as indicated to the Planning and Assessment Committee’s October meeting. (See Attachment 4 for materials circulated regarding 2D.)

***Subject to Consideration of CAPA on October 25, 2002***

IV. Consideration of Combined ACAP/CAPA Group to Consider Indicators 1B, 2A, 3D, 3E, and 7D

Dr. Ulmer-Sottong stated that she has contacted several provosts to determine their interest in a discussion of these academic indicators. The meeting will be on the afternoon of October 1, following the morning ACAP meeting.

V. Consideration of Common Reporting Schedule for IE Summary Reports

Dr. Mike Raley reviewed the schedule. There was a brief discussion of implementation and phasing-in of the common reporting schedule. He explained that the proposed schedule was developed because institutional summary reports were not submitted on a common cycle. It was the consensus of the group to move forward with the common reporting schedule. The group also discussed issues related to the collection of data for "Success of Transfer Students" for the institutional effectiveness report. A small group will review the issues and report back to CAPA. (See Attachment 5)

VI. Discussion of Reading Committee for Institutional Effectiveness Reports

Dr. Ulmer-Sottong explained she would like to re-institute peer feedback on Institutional Effectiveness Reports. This is something that SHEA did in the past, and she believes implementing this again would be useful because at present the institutions do not have an avenue to share what they are doing in institutional assessment. A reading committee should be formed, and Dr. Ulmer-Sottong proposed getting 10 volunteers. She asked persons who wished to take part to contact her.

VII. Discussion of Methods to Meet New Legislative Institutional Effectiveness Reporting Requirements

Dr. Raley discussed changes to SC Code 59-101-350 as amended in 2001 to add reporting requirements related to teacher education and economic development. He explained that the changes for required teacher education reporting could be addressed through links on the institutions web site and that a brief paragraph in the Institutional Effectiveness Report would address the requirements related to economic development reporting. It was agreed that more input would be needed for future reports.

VIII. Other Business

a. Discussion of the process for reviewing standards for the upcoming year (calendar)

Ms. Wahl distributed and reviewed a calendar (Attachment 6) for the process of reviewing indicator standards for upcoming performance years.

Dr. Ulmer-Sottong asked representatives to review the calendar and e-mail comments and suggestion. She explained that this is to help with planning meetings and accommodating institutional schedules. She also asked that institutional representatives provide the staff with their school calendars indicating Christmas and Spring Breaks. These dates will be considered along with the calendar presented today and accommodations made as appropriate.

b. Upcoming discussion of 1C Mission Statements

***Subject to Consideration of CAPA on October 25, 2002***

Dr. Ulmer-Sottong explained that in the next performance year Mission Statements are scheduled for review. Ms. Wahl reviewed the indicator and its relation to current SACS requirements. Staff will be looking at the process that institutions use to review their mission statement.

Dr. Ulmer-Sottong reminded members of the upcoming Planning and Assessment Retreat to be held in Charleston. She explained the purpose of the retreat, reviewed an itinerary, and gave hotel accommodations information.

Dr. Ulmer-Sottong announced the award of a new FIPSE project and gave a brief summary of the intent of the grant. She said that copies of the grant are available.

Respectfully submitted,  
Saundra E. Carr  
Recording Secretary

**Attachments referenced in minutes are available upon request.**