



# South Carolina Commission on Higher Education

*Att. V*

Layton McCurdy, M.D., Chairman  
Mr. Daniel Ruvenel, Vice Chairman  
Doug R. Forbes, D.M.D.  
Dr. Bertie Rose Horne  
Dr. Raghu Korrapati  
Dr. Louis B. Lynn  
Ms. Cynthia C. Mosteller  
Mr. James Sanders  
Mr. Hood Temple  
Mr. Randy Thomas  
Mr. Kenneth B. Wingate  
Mr. Neal J. Workman, Jr.  
Dr. Mitchell Zais

Dr. Garrison Walters, Executive Director

## MEMORANDUM

February 29, 2008

**To: Members of the Commission on Higher Education**

**From: Garrison Walters**

**Re: Additional Information on Commission Discussion Topics (Agenda Item 7)  
For the March 6 CHE Meeting**

Attached please find information which should help to prepare you for our discussion of the topics listed under Item 7 of the agenda for the March 6, 2008, Commission meeting.

Please keep in mind that the attached materials are in *draft form* and are subject to revision based on the outcome of our conversation. The purpose of sending these drafts in advance is only to assist in informing our discussions at the meeting.

The draft information pieces include:

- 1) Suggested Considerations for CHE Meeting Format
- 2) Offsite CHE Meeting Considerations
- 3) Communications Activities
- 4) CHE Recognition Programs
- 5) Web Site Design

We look forward to seeing you on Thursday.

# Suggested Considerations for CHE Meeting Format

Draft - Revised February 28, 2008

## Introduction

The table below provides a suggested outline for a new format for Commission meetings to enhance the productivity and value of these meetings. Oftentimes, CHE meeting business is routine and as a result, may not be well attended by the media and/or interested guests or institutional representatives who come mostly when they have a specific item on the agenda. The routine business items that must be addressed frequently leave little time for discussion of important higher education topics and policy issues. This is disappointing in light of the Commission's mission and qualifications of the Commissioners. It also represents a missed opportunity for statewide forum discussions, which will become increasingly critical in light of activity to develop and implement a statewide higher education agenda.

A solution would have two elements: 1) compress the routine part of the agenda, using discussion time only for approvals and the like that merit debate; and 2) use additional time to have a "CHE Forum" that would bring in outsiders to discuss, in a dynamic, interactive setting, issues of importance to higher education. If carefully chosen and presented, these issues would attract press and public attention, thereby helping to frame the higher education agenda for the state.

Agenda Item	By	Notes
Call to Order	Chair	As before
Minutes	Chair	As before
Chair's Report	Chair	As before
Executive Director's Report	Executive Director	As before
Legislative Report	Governmental Affairs Director	As before
Report of Access & Equity and Student Services Committee	Committee Chair	<p>Chair refers to items on agenda (without reading the list), notes that all were discussed in committee a month ago, and asks if there are any that members of the Commission would like to discuss further:</p> <ul style="list-style-type: none"><li>• If there are no items to discuss further, the Chair calls for a vote on the entire list.</li><li>• If there are items for further discussion, those items are debated and voted on, then the rest of the list at one time.<ul style="list-style-type: none"><li>◦ Items added to the list from that morning's committee meeting would always be described and discussed to the extent necessary. These should be unusual, as quick movement puts undue pressure on Commissioners.</li></ul></li></ul> <p>The Chair, as well as members of the Commission, are encouraged to make general comments on items on the agenda:</p> <ul style="list-style-type: none"><li>• Praise a college or university for an initiative;</li><li>• Discuss the general direction that an item or items suggest and propose new CHE policies;</li><li>• Etc.</li></ul>
Report of Academic Affairs and Licensing Committee		As above
Report of Finance and Facilities Committee		As above

<b>Agenda Item</b>	<b>By</b>	<b>Notes</b>
CHE Forum	Chair calls on Commission member who introduces topic.	<p>Topic is one of general interest to higher education and the state. Invited guests would vary according to the topic. Examples could be:</p> <ul style="list-style-type: none"> <li>• Trends in Graduate Education for employed adults <ul style="list-style-type: none"> <li>○ Provosts of USC and Clemson</li> <li>○ Representative of business or of New Carolina</li> </ul> </li> <li>• Raising Aspirations for College (connect to Gear Up) <ul style="list-style-type: none"> <li>○ Two principals or counselors from I-95 corridor</li> <li>○ Student or students describing what worked in getting them to decide to go to college</li> </ul> </li> </ul> <p>Notes on Forum. Key materials would be provided in advance (staff could share materials at previous month's meeting), but no one would be allowed to take the group through a PowerPoint. The focus would be on an interactive discussion. CHE leader would be charged with being prepared and moving things along. Audience could participate as appropriate. Press would be invited. Allow for 20-25 minutes.</p>
New Business		As before.
Adjourn		As before.

### **A Note on Committees**

Committees would normally meet a month or so before the meeting at which items are to be approved by the Commission. This would prevent a situation in which Commissioners are asked to vote on items which have just been discussed a few minutes earlier. Instead, when they vote they will have access not only to the staff materials but to minutes of the Committee discussion. Exceptions to the month plus minutes rule should be very unusual. The exact scheduling of Committees would require further discussion. Videoconferencing should be explored as a way to minimize the time burden on Commissioners.

### **Meeting Schedule**

The current meeting schedule allows little to no time for Commissioners to talk informally, something that is important for many reasons. Also, some Commissioners have to travel to Columbia on separate occasions for Committee and Commission meetings.

On the following page is an example of a suggested schedule to rectify those concerns. Committee meetings could be scheduled in rotating time slots or scheduled differently in the available time slots as listed below.

## Example Schedule

Day/ Time	Topic	Notes
Day of CHE meeting (Thursday)		
9:00-11:00	Finance and Facilities*	All Commissioners can attend all committees if they choose. Commissioners do not have to attend meetings on multiple days for committees and full Commission.
10:00-11:00	Access & Equity and Student Services*	
12:30-1:15	CHE Meeting	
1:30-2:45	CHE Forum	
3:00-5:00	Academic Affairs and Licensing*	There will not be a CHE Forum every month, so it will be unusual that the Academic Affairs and Licensing Committee will start so late. Alternatively, this and other committee meetings could be held via video conference.

\*sequence of committees could be altered to fit members' travel schedules

## **Offsite CHE Meeting Considerations**

Draft - revised February 28, 2008

**Purpose of this discussion: Developing a plan and schedule for off-site CHE Meetings and how the meetings should be organized.**

- 1) **Best months to be off-site after conversation with Directors:** January, February, March, May, June, July, October, and December. We need to establish a firm plan on meeting outside our offices and one suggestion was to meet twice a year. Suggested months were February or March or October, and to meet once every other year at an Independent Institution.
- 2) **Directors input on months to stay in Columbia:** April, September, and November is when the bulk of new program request go to the Committee on Academic Affairs and Licensing, which has been meeting after the CHE Meetings. November is also the Professor of the Year Press Conference and Luncheon and August is the Presidents Budget Presentations.
- 3) **Suggestion to rotate visits:** Public Universities, Technical Colleges, Private Institutions, and businesses (e.g. BMW, New Carolina, State Chamber of Commerce) and other organizations.
- 4) **Discussion of organization of these meetings:** (Refer to CHE Forum on CHE meeting format outline.)  
Host would present to commission how they are driving knowledge economy and how education/skills are making the difference...what is needed and together how we can build inclusion, transparency, enthusiasm and passion for education in South Carolina.
- 5) **Discussion on inviting the regional public and press for these off-site meetings,** seeking to educate and share with new audiences.
- 6) **Build a media plan around schedule and work a year ahead.**
- 7) **Compliance with law,** by setting annual meetings for the two Presidents' Councils. Consideration of holding these meetings on a public/private campus.

# **Web Site Design**

**Draft - revised February 28, 2008**

**Web sites are always changing in order to keep the interest of a wide range of users and to support the latest technology. The Commission on Higher Education's web site is no exception. We, therefore, seek your input and best thinking as we move forward with this important and highly visible project.**

- **What would your vision for a redesign of our web site include?**
- **Which audiences are well served currently and which could be better served? Should other audiences be targeted?**
- **What topics need to be included?**
- **How will we accomplish the redesign?**
  - **Student Competition**
    - **Audience for competition**
    - **Selection process**
    - **Monetary award**
  - **Professional Services**
- **Should the redesign coincide with an important Commission event (such as the announcement/roll out of a new vision for higher education in South Carolina)?**

## Communications Activities

Draft - Revised February 28, 2008

	Legislators	Business	CHE Staff/ Commissioner	Local Leaders	Education Partners	Media	Students	Parents
Monthly Newsletter	X	X	X	X	X	X		
CHE Commissioners E-Alert	X	X	X	X	X	X		
Op-eds by Dr. Walters and Commissioners	X	X		X	X	X		
Press Releases (highlights & events)						X		
Roll out of Higher Education Study Committee	X	X	X	X	X	X		
Professor of the Year	X	X	X	X	X	X		
National Scholarship Month Regional Press Events Upstate/Midlands/Charleston	X	X		X	X	X	X	
Work with SCETV (Awareness Program - Roll out of HESC Report)	X	X		X	X	X	X	X
Editorial Boards: Greenville Spartanburg Charleston Florence Myrtle Beach Rock Hill Aiken			X			X		
Building Higher Education Champions	X	X	X	X		X	X	X
Take Power Point Presentation on the Road	X	X	X	X	X	X	X	X
Develop a briefing for key legislators in the interim	X		X					
Join the SC Chamber			X					

## **CHE Recognition Programs**

Draft – Revised February 28, 2008

**Discussion:** To enhance the opportunities to recognize outstanding work, programs and success by Institutions, Faculty and Students.

### **Current Recognition Programs:**

- Federal Awards for Winning Proposals for Improving Teacher Quality
- State awards for SC Centers of Excellence in Education
- Governor's Professor of the Year (Two- and Four-Year Colleges and Universities)
- Service Learning Awards

### **Opportunities for future dependent on available funding and/or sponsorship**

- Recognition of Palmetto Fellows (prior program stopped for lack of funding)
- Recognition of four-year undergraduate programs in public institutions by out-of-state review panel (prior program stopped for lack of funding)
- Institutional Efficiency Awards (such things as sustainability, eco-friendly, processes, financial processes/facilities maintenance)
- Institutional Effectiveness Awards (perhaps based upon significant records institution-wide; or within a specific academic field for reducing drop-outs or increasing graduation rates or for a college/university's administrative services for developing an excellent tool for measuring and recording progress in an institutional program/goal)
- Access and Equity (to show meaningful changes in recruiting and retaining students in programs in which their participation has been historically low)
- Statewide recognition for GEAR UP students who have succeeded academically in higher education
- NCATE-accredited programs cited by NCATE visiting teams as excellent in teacher education get statewide recognition