

**Western Carolina University SACS Review
The Quality Enhancement Plan (QEP)
SACS Core Requirement 2.12
March 31, 2005
Meeting Minutes**

Attended:

Phil Cauley- Admissions; Bill Studenc- Public Relations; Wade Livingston- CSP Graduate Student; Bill Haggard- Student Affairs; Julie Walters-Steele- University Center; Tammy Haskett- Orientation; David Coffee- College of Business; Gordon Mercer- Graduate School and College of Arts and Science; Troy Barksdale- University Planning; Mike Stewart- Facilities Management; Carol Burton- SACS Director; Jennifer Brown- Athletics; Heidi Buchanan- Library; Nory Prochaska- Math and Computer Science; Elizabeth Frazier- Registrar's Office; Co-Chair Brian Railsback- Honors College; Co- Chair Scott Philyaw- History

Absent:

Cindy Atterholt- Chemistry and Physics; Kyle Carter- Academic Affairs; A.J. Grube- Law, Equity and Auditing; Bruce Henderson- Psychology; Nell Leatherwood- Center for Regional Development; Newton Smith- English; Patsy Miller- Asheville Programs; Irene Mueller- Health Sciences; Bob Orr- Office of the CIO;

Topics:

I. Minutes

- Elizabeth Frazier volunteered to take minutes.
- Minutes will be posted to the website on approval by committee members.
- Speakers who are quoted will be identified unless the speaker expressly asks to remain anonymous.

II. Quality Enhancement Plan (QEP) Topic

- Need campus community feedback for QEP topic prior to the end of the spring semester.
- Suggest visiting university departments and centers.
- Assign areas of the campus to committee members.
- To generate discussion for possible QEP titles, we should share the list of QEP subjects included in the "Guiding Principles and Summary" handout distributed at the first meeting (also on the website).
- It was suggested that the themes of growth, quality, engagement and economic development be considered for the guiding issue for the QEP topic. Technology was also suggested as a theme.

Discussion:

It was suggested that we also share the list of topics generated from the SACS Leadership Retreat in September, 2004 to provide a summary of suggestions for the QEP. It was also suggested that the committee follow the SACS guiding principles. Involvement and documentation were stressed. Brian stated the committee's goal is to have a topic and a symposium draft by the end of the summer. Nory requested and received clarification on our charge and objectives.

III. Committee Assignments to Gather Data

- Need committee volunteers to poll the university community about QEP topics.
- Need to present the information to the university community in a standard format.
- Brian volunteered to issue an invitation to the university community to participate in the QEP selection process by sending an introductory e-mail to WCU.
- The e-mail will include the QEP Discussion Points, the QEP Guiding Principles and the QEP topics suggested at the Leadership Retreat as attachments.
- During the summer the QEP committee will use the collected feedback from the university community to create a draft(s) of the QEP statement. This will be presented to the university community during fall semester for additional feedback.

Discussion:

A question was asked about how to present the issue to the university community. It was generally felt that a standard and consistent method should be determined. Scott suggested that we listen, answer questions and provide information, but emphasize that the topic must be well defined and connected to student learning per SACS instructions.

A concern was raised regarding the allocation of university resources to the QEP. Bill Haggard said it was a good idea to demonstrate how budget initiatives relate to the QEP then use the QEP to make resource allocations. Nory felt it was important to communicate to constituents that the QEP is for the future of the institution not the present.

The following guidelines were established for committee volunteers to use when gathering information:

1. Explain QEP.
2. Give information about topics other schools have used.
3. An outline to follow will be provided by the co-chairs. Carol will develop and send QEP Discussion Points, the QEP Guiding Principles and the QEP topics suggested at the Leadership Retreat will be provided.

The question was asked about how to provide feedback. Troy suggested press releases.

Committee assignments:

Livingston-SGA, student organizations
Stewart-Administration and Finance
Haggard-Student Affairs
Coffey-College of Business
Frazier-Registrar's Office, Communication, Theater and Dance, Criminology, Engineering, Psychology
Student-Advancement, Public Relations
Mercer-Graduate School/Graduate Council, Political Science
Burton-UAC, Staff Forum, B-K, Elementary and Middle Grades, Ed. Leadership and Foundations, Human Services, Health and Human Performance and Academic Affairs
Smith-Faculty Senate
Railsback-COD, Honors Board (students), Arts & Sciences DHC, Chancellor's Office/staff, Music, English, PAR
Barksdale-Art, University Planning
Philyaw-Cherokee Center, Anthropology & Sociology, History, MFL, Social Work, Social Sciences
Buchanan-Library, Faculty Center
Prochaska-Math/Computer Science
Atterholt-Chemistry, Biology, Geosciences and Natural Resource Management
Mueller-Health Sciences, Nursing, PT
Walters-Steele- Student Affairs
Brown- Athletics
Miller- Asheville Programs
Brown- Distance Learning
Cauley- Enrollment Management
Haskett- Enrollment Management
Orr- Information Technology

IV. National Survey of Student Engagement

Scott suggested Western Carolina University again participate in the National Survey of Student Engagement (NSEE). He said WCU participated in this survey and that results from the 2001 survey were posted on the University Planning page and results from 2004 were available in hard copy. Everyone agreed Western Carolina University should participate again. Carol offered to forward the WCU survey results from 2001 to the committee.