

Western Carolina University SACS Review
The Quality Enhancement Plan (QEP)
SACS Core Requirement 2.12
UC Cardinal Room
1:00 p.m., June 17, 2005
Meeting Minutes

Attended:

Cindy Atterholt- Chemistry and Physics; Troy Barksdale- University Planning; Kyle Carter- Provost; Phil Cauley- Admissions; Jane Eastman- Anthropology & Sociology; Elizabeth Frazier- Registrar's Office; Gordon Mercer- College of Arts and Sciences; Patsy Miller- Asheville Programs
Bob Orr- Office of the CIO; Kadence Otto- Health and Human Performance; Co- Chair Scott Philyaw- History; Co-Chair Brian Railsback- Honors College; Newton Smith- English; Mike Stewart- Facilities Management; Bill Studenc- Public Relations

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Jennifer Brown- Athletics;
Heidi Buchanan- Library; Carol Burton- SACS Director; David Coffee- College of Business;
A.J. Grube- Law, Equity and Auditing; Bruce Henderson- Psychology; Bill Haggard- Student Affairs;
Tammy Haskett- Orientation; Nell Leatherwood- Center for Regional Development;
Wade Livingston- CSP Graduate Student; Irene Mueller- Health Sciences;
Nory Prochaska- Math and Computer Science; Julie Walters-Steele- University Center

Agenda:

I. Dr. Carter reported on the SACS Orientation Session in Atlanta on June 13:

- Carol Burton, Chuck Wooten, Noelle Kehrberg, Kyle Carter and Troy Barksdale attended.
- The concept of the QEP is a work in progress for SACS.
- The SACS evaluator stated that WCU is ahead in the QEP process.
- One concern is the need for the QEP to be derived from strategic planning.
- The strategic planning concern is not the QEP committee's issue and will be addressed by administration.
- The QEP is to be framed from the four major criteria: 1) Student Learning 2) Assessment (an impact report) 3) Funding 4) Focus.

The QEP process is like writing a grant proposal. There must be a rationale, clear objectives, methodology and evaluation. The budget must be tied to the strategies. The suggestion was made to have Elizabeth Haynes (grants) join the QEP committee.

Two other concerns were raised- assessment and the institutional website. The website needs to be updated by March 2006 to have references and links to university resources active. Starting in fall 2005 a consultant will be hired to help redesign the institutional website. The website redesign will address templates, navigation, branding, maintenance and the software system. One office will be in charge of the website.

The QEP document can be sent electronically, in a hard copy or in a combination of both formats to SACS. Western Carolina University should submit the QEP document in a leading edge fashion.

II. Subcommittee Assignments

Specialist Assignments:

Specialists are resource people for all of the subcommittees. Please copy all of the specialists when reporting from committees.

- Bob Orr- Technology
- Heidi Buchanan- Bibliographer
- Mike Stewart- Resources, infrastructure, policies and administration
- Troy Barksdale- Assessment

III. Subcommittee assignments were discussed. Brian indicated several committee members had already volunteered for committees. Scott noted that several QEP committee members are also on the strategic planning committee for the university and could be used as resource people. These QEP committee members are Newt Smith, Troy Barksdale, Bill Haggard, Carol Burton, Cindy Atterholt, AJ Grube, and Kyle Carter.

Instructions to the subcommittees:

- Elect a chair for the subcommittee.
- Pull the subcommittee together for a meeting.
- Keep the subcommittee on track.
- Take notes on who you consult with when gathering information for the acknowledgements section of the document.
- There is no formal process for how to consult with others or gather information; these processes/actions are left to the discretion of the committee.
- Take minutes at subcommittee meetings. Keep thorough and complete records.

In three to four weeks, each subcommittee should develop an outline and start to write a draft. The rough draft is due August 5, 2005 and should be e-mailed to Brian in an electronic format. Brian will share the drafts with Scott and Carol for their review.

The terms “experiential learning” and “student research” and others need to be defined. What do these terms mean at Western Carolina University? Use resources at the university to help define these terms.

IV. Next Meeting

- Next meeting is scheduled for July 1, 2005 at 1:00 p.m. in the Rogers Room of the University Center.
- Troy will arrange for Keith Stiles, Analyst in the Office of University Planning, to make a presentation on the WCU Fact Book data.
- A meeting will be scheduled for July 11 at 1:00 p.m. in the Rogers Room of the University Center.
- Subcommittees should meet prior to the next meeting on July 11 and elect a chair; notification of the chairs should be submitted to Brian and Scott.

Meeting adjourned.