

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

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Attended:

Cindy Atterholt- Chemistry and Physics; Troy Barksdale- University Planning; Heidi Buchanan- Hunter Library; Carol Burton- SACS Review; Phil Cauley- Admissions; A. J. Grube- Provost's Office; Bill Haggard- Student Affairs; Gordon Mercer- College of Arts and Sciences; Irene Mueller- Health Sciences; Bob Orr- Office of the CIO; Kadence Otto- Health and Human Performance; Co- Chair Scott Philyaw-History; Mike Stewart- Facilities Management; Bill Studenc- Public Relations; Keith Stiles- University Planning (Guest)

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Jennifer Brown- Athletics; David Coffee- College of Business; Bruce Henderson- Psychology; Tammy Haskett- Orientation; Nell Leatherwood- Center for Regional Development; Wade Livingston- CSP Graduate Student; Nory Prochaska- Math and Computer Science; Julie Walters-Steele- University Center

**Agenda:**

I. Approval of Minutes

1. June 10 Meeting - Minutes approved
2. June 17 Meeting - Minutes approved

II. Subcommittee Assignments

- Irene requested and Scott provided a review of the subcommittee tasks. Carol distributed a Revised QEP Committee Structure handout with subcommittee memberships, and meeting and due dates; draft of outline for each section due July 7; draft of section due August 5.
- A. J. offered to serve as chair of the subcommittee on Professional Endeavor
- Reminders to subcommittees:  
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

Take minutes at subcommittee meetings. Keep thorough and complete records.

### III. Presentation

Keith Stiles, Analyst in the Office of University Planning, gave a presentation on the Western Carolina University Fact Book—purpose, data collection methods and categories, timelines, etc. Other major points included the existence of detailed and abbreviated versions on the Fact Book; the availability of the Fact Book on line; the timeline for collecting data is based on Fall Term each year; University Planning uses a 5 year historical perspective for presenting the data.

Keith's power point is posted on the Western SACS website ([www.wcu.edu/sacs](http://www.wcu.edu/sacs)).

Discussion on the ways the QEP Committee could use the data available in the Fact Book, and the need for additional data such as student involvement in internships, practica and co-ops, followed.

Meeting adjourned at 1:55 p.m.