

Western Carolina University SACS Review
The Quality Enhancement Plan (QEP)
SACS Core Requirement 2.12
UC Cardinal Room
3:00 p.m., August 31, 2006
Meeting Minutes

Attended:

Mardy Ashe- Career Services; Cindy Atterholt- Chemistry and Physics; Heidi Buchanan- Library; Phil Cauley- Educational Outreach; Elizabeth Frazier- Graduate School; Jane Eastman- Anthropology & Sociology; A.J. Grube- Office of the Provost; Tammy Haskett- Orientation; Irene Mueller- Health Sciences; Bob Orr- Office of the CIO; Co-Chair Scott Philyaw- History; Co-Chair Brian Railsback- Honors College; Newton Smith- Office of the CIO; Mike Stewart- Administration and Finance; Melissa Wargo- Assessment

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Raymond Barclay- Institutional Research and Planning; Jennifer Brown- Athletics; Carol Burton- SACS Director; Kyle Carter- Provost; David Coffee- Accountancy, Finance and Entrepreneurship; Gordon Mercer- Public Policy Institute; Patsy Miller- WCU Programs in Asheville; Kadence Otto- Health and Human Performance; Nory Prochaska- Math and Computer Science; Bill Studenc- Public Relations; Julie Walters-Steele- University Center

Agenda:

I. QEP Deadlines

- **The QEP document is due to SACS in five months, which requires that it must be completed by October 14. Formal timeline:**
 - **Discussion and review by the QEP Committee prior to the October 14 deadline**
 - **Presentation to the Faculty Senate on October 25**
 - **Presentation to the Board of Trustees at its Fall Retreat (November 2 and 3)**
 - **Presentation to the Staff Forum, Council of Deans, Executive Council, Student Government Association, and other groups for discussion and feedback during November**
 - **Revisions as necessary during December**

II. For Information

- The QEP Executive Summary was written over the summer and submitted to SACS on September 8; committee members will receive a copy of the summary.
- In July, a QEP budget was drafted at the request of the Chancellor and Provost and submitted for inclusion in the university's expansion budget. Units that will be directly impacted by the QEP, such as Orientation, Coulter Faculty Center, Career Services, Advising, and Service Learning, were provided opportunities for input in the development of the budget.

III. QEP Roll Out Strategy

- In the next four to six weeks we need to get the word out to campus.
- A QEP panel discussion, sponsored by the Coulter Faculty Center and Service Learning, is scheduled for Thursday, September 28, 3:30 p.m., Multipurpose Room, UC. QEP Committee members are urged to attend.
- It was suggested a "town hall meeting" be scheduled for the second week of October.
- Feedback on the QEP from some deans and department heads has been received.
- Some elements of the QEP have been implemented by the Honors College, Honors Forum and USI 130 classes.
- The QEP was introduced to parents at Orientation.
- The QEP introduction, implementation plan, budget and executive summary should be sent to campus when finalized.

IV. QEP Assessment

- A writing group for the assessment section of the QEP will be formed. Melissa Wargo from Assessment will be the chair of this subcommittee. Other QEP Committee members were asked to volunteer to serve on this subcommittee.
- Heidi Buchanan was asked if she needed help with the QEP bibliography.

Meeting adjourned at 4:00 p.m.