

Western Carolina University SACS Review  
The Quality Enhancement Plan (QEP)  
SACS Core Requirement 2.12  
UC Cardinal Room  
2:00 p.m., December 14, 2005  
Meeting Minutes

Attended:

Cindy Atterholt- Chemistry and Physics; Jennifer Brown- Athletics; Heidi Buchanan- Library; Carol Burton- SACS Director; David Coffee- Accountancy, Finance and Entrepreneurship; Elizabeth Frazier- Registrar's Office; A.J. Grube- Office of the Provost; Bill Haggard- Student Affairs; Tammy Haskett- Orientation; Patsy Miller- Asheville Programs; Irene Mueller- Health Sciences; Bob Orr- Office of the CIO; Kadence Otto- Health and Human Performance; Co-Chair Scott Philyaw-History; Nory Prochaska- Math and Computer Science; Co-Chair Brian Railsback-Honors College; Newton Smith-Chair of the Faculty Senate; Mike Stewart- Administration and Finance; Bill Studenc- Public Relations Julie Walters-Steele- University Center; Brian Gastle-SACS Editor.

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Troy Barksdale- University Planning; Kyle Carter- Provost; Phil Cauley- Admissions; Jane Eastman- Anthropology & Sociology; Wade Livingston- CSP Graduate Student; Gordon Mercer-Public Policy Institute.

Agenda:

I. Timeline- Carol Burton

- A handout entitled "A Quality Enhancement Plan for Western Carolina University" was distributed to the committee by Carol Burton; the handout defined the action plan and approval process for the QEP in the 2006 spring semester.
- The committee was asked to carefully review the handout and provide feedback to Carol by January 6, 2006.
- A QEP draft is due to Ann Chard in the late spring.
- A SACS reviewer will be coming to campus in April to conduct a mock review and will need to see a draft of the QEP to provide recommendations for improvement.
- The QEP draft is due September 1, 2006 to SACS.
- The completed QEP is due by the end of December, 2006.

II. Report from the SACS Conference in Atlanta- Scott

- Evaluation and accountability are keys to a successful QEP.
- The university can apply for external grants to implement the QEP so the committee should keep funding sources in mind.
- Developing a successful QEP occurs from within the university and builds upon what the institution has done.
- Implementation of the QEP occurs in stages.
- A successful QEP is embedded in the curriculum.
- Evaluation of the QEP implementation occurs at each step.
- Identify learning outcomes at each stage of the QEP.
- For assessment purposes, the electronic portfolio is scored to a rubric that can produce an assessment report.

A handout from the Art Institute of Houston on “Integrating Faculty, Curriculum and Organization Development in the QEP” was distributed. The electronic career portfolio was the topic of this QEP. This school is willing to share their research on electronic portfolios.

Scott will distribute resource information to the committee for research.

### III. Subcommittee assignments

<i>Learning Outcomes</i>	<i>Implementation</i>	<i>Research &amp; Assessment</i>
Wade Livingston Jennifer Brown Dave Coffee Irene Mueller Troy Barksdale Bill Haggard Gordon Mercer Patsy Miller Jane Eastman Scott Philyaw, <i>Facilitator</i>	Tammy Haskett Mardy Ashe ( <b>added at the subcommittee’s suggestion after this meeting</b> ) Nory Prochaska Newt Smith Bob Orr Julie Walters-Steele Bill Studenc Grace Allen Brian Railsback, <i>Facilitator</i>	Heidi Buchanan AJ Grube Cindy Atterholt Melissa Wargo Mike Stewart Kadie Otto Carol Burton, <i>Facilitator</i>

### IV. Subcommittee Break Out Sessions

- Subcommittee reports are due at the beginning of January.
- Subcommittees will have a chair and a facilitator (Brian, Scott or Carol).
- Facilitators will begin to organize the subcommittees and help them get working.
- Invite a guest subcommittee member with expertise.

### V. Subcommittee Reports from the Break-Out Sessions

- The Learning Outcomes subcommittee will focus on learning outcomes already present in the strategic plan, the liberal studies curriculum and other university sources. The committee will divide up the four colleges to research learning outcomes in accreditation requirements.
- The Implementation subcommittee will start with the College of Education because they have a portfolio requirement. This subcommittee suggested adding Mardy Ashe to the subcommittee. This subcommittee suggested the need for an implementation “center” to coordinate the implementation.
- The Research and Assessment subcommittee formed two groups. One group will be responsible for researching scholarly literature and external outside sources and the other group will be responsible for reviewing internal data related to the topic.

Meeting adjourned at 3:00 p.m. The next meeting of the entire QEP Committee will be scheduled in January. Subcommittee meetings will commence with the reopening of the University in January.