

QEP SUMMIT  
1:00 p.m., Friday, December 1, 2006  
Cardinal Room, Hinds University Center  
Western Carolina University

Participants:

Nory Prochaska, Keith Corzine, Glenn Bowen, Bob Orr, Fred Hinson, Newt Smith, Anna McFadden, Mardy Ashe, Scott Philyaw, Tammy Haskett, Brian Railsback, Carol Mellen, Allen Lomax, Carol Burton, Steve Baxley, Cindy Atterholt, Gary Jones.

Purpose

The purpose of the summit was outlined by the QEP Committee Co-Chairs Scott Philyaw and Brian Railsback:

- Solicit feedback from representatives of units directly impacted by the implementation of the QEP
- Share ideas about improving the QEP
- Discuss recent feedback on the QEP by various groups including the Faculty Senate and Executive Council
- Finalize a timeline for implementation of the QEP (pilot and plan)

Copies of the latest draft of the Quality Enhancement Plan were distributed to the participants of the summit, as well as to QEP Committee members on November 21<sup>st</sup>, 2006.

Feedback

1. Implementation and pilot plan timelines are problematic from budget perspective: university budget won't be approved until fall. How will we pay for training of faculty, development of education briefcase, curriculum specialist for Coulter Center, etc., that is scheduled to occur this summer?  
**Recommendation: Carol will draft a preliminary budget (with input from affected areas (Bob, Newt, Anna) and submit to Provost. Carol**
2. Identification and commitment of an academic department to serve as a pilot is necessary as soon as possible so that planning can occur. **Recommendation: Co-Chairs will contact prospective department heads to secure commitment from one to begin immediately, and two to be phased in over the next academic year. Brian and Scott**
3. Current timelines are problematic from implementation perspective: Orientation Program and Advising Center advisors will need to be trained during the summer. **Recommendation: Identify specific USI courses, and assign Advising Center advisors to those courses in the spring semester, 2007 (by March), instead of during the summer. Nory, Allen/Steve, Tammy, Scott, and department head of selected department**
4. Coordination of students in pilot needs to occur soon. **Recommendation: Once pilot department is identified, coordinate efforts with Tammy Haskett in Orientation for her early correspondence with new students and assignment to special orientation session. Tammy**

5. The Summer Bridge Program may impact the pilot QEP. **Recommendation: explore the relationship between the Summer Bridge Program students and implementation of the QEP. Fred?**
6. Compensation of faculty and advisors may be an issue. Recommendation 1: allocate funding to reward faculty and professional advisors for participating in the QEP pilot. **Recommendation 2: request advising be reflected in TPR process, not only as service, but part of teaching evaluation, as well. Carol, Provost Office?**
7. Overall support for the QEP may be an issue. **Recommendation: pursue relationship with Microsoft Sharepoints to become a case study. Newt, Bob**
8. Training of advisors (faculty, career, professional, and orientation) early is critical. **Recommendation 1: include cost of training materials and sessions in preliminary budget submitted to Provost. Carol**  
**Recommendation 2: ensure that plan for training advisors is developed in early spring 2007; share QEP document and research materials with them. Scott and Brian?**
9. Work needs to begin NOW. **Recommendation: establish QEP Implementation and QEP IT Subcommittees in January, 2007. Brian and Scott?**
10. Program coordination is an issue. **Recommendation: Identify a program coordinator/director to oversee project. Provost?**
11. Interface between Catwalk and QEP exists. **Recommendation: identify the students who participate in Catwalk early. Tammy, Allen/Steve?**

## Conclusion

Brian, Scott, and Carol will coordinate the action required from the feedback as quickly as possible and complete the plan early in January. Final edits will be done in late January.