

Western Carolina University SACS Review  
The Quality Enhancement Plan (QEP)  
SACS Core Requirement 2.12  
UC Cardinal Room  
1:00 p.m., April 20, 2006  
Meeting Minutes

Attended:

Cindy Atterholt- Chemistry and Physics; Raymond Barclay- University Planning; Heidi Buchanan- Library; Carol Burton- SACS Director; Phil Cauley- Admissions; David Coffee- Accountancy, Finance and Entrepreneurship; Elizabeth Frazier-Graduate School; A.J. Grube- Office of the Provost; Bill Haggard- Student Affairs; 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

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Jennifer Brown- Athletics; Kyle Carter- Provost; Jane Eastman- Anthropology & Sociology; Tammy Haskett- Orientation; Wade Livingston- CSP Graduate Student; Gordon Mercer-Public Policy Institute; Patsy Miller- Asheville Programs; Julie Walters-Steele- University Center

**Agenda:**

I. Review QEP Draft

- QEP title is *Synthesis: A Pathway to Intentional Learning at Western Carolina University*.
- Learning outcomes need to be outlined first.
- Implementation and assessment will follow after learning outcomes are finalized.
- The draft will be sent out to the University community for review and comments.

II. Overview of the QEP Development

- Information was gathered from the University community.
- “Engagement” emerged as a discussion topic.
- E-portfolios were discussed not as a learning outcome, but as a vehicle for engagement.
- Using focus groups for learning outcomes, implementation and assessment, the QEP continued to be developed.
- Out of a focus group the QEP “synthesis” plan was drafted.
- The QEP “synthesis” plan is focused and measurable.

III. Review of Learning Outcomes

- Carol distributed a handout on “Developing Learning Outcomes” that included:

1. Definition of learning outcomes.
  2. Expectations of learning outcomes.
  3. The importance of learning outcomes.
  4. Focusing learning outcomes.
  5. Objectives of learning outcomes.
  6. Purpose of learning outcomes.
  7. The importance of communicating learning outcomes.
- A small focus group will work on developing the learning outcomes next week.
  - If you cannot participate in the focus group, e-mail your input to Carol, Brian or Scott.
  - Consider learning outcomes in a context of assessment. Learning outcomes must be measurable.

After much discussion, a suggestion was made to tie the learning outcomes to specific mileposts in a student's educational career. The following areas were highlighted:

- \* *The recruitment process*
- \* *Summer orientation*
- \* *USI, First-Year Seminar, and First-Year Composition courses*
- \* *Advising, particularly when students choose or change majors*
- \* *Undergraduate research efforts*
- \* *Student Affairs activities (leadership or RA programs, for example)*
- \* *Service learning (as students choose experiences in this area)*
- \* *Co-op/internship choices (as students choose experiences in this area)*
- \* *Career or graduate school choices (as students choose experiences in this area)*

#### IV. Discussion and General Comments

- "Synthesis" needs to be more clearly defined; the concept is still vague.
- Heidi will sharpen the definition of "synthesis". She will send the information to Newt and Bil.
- All terms need to be clearly defined.
- Review the QEP document, Carol's handout, and e-mail Scott, Brian or Carol with your ideas for *learning outcomes*.
- The smaller group will have learning outcomes by the end of next week to share with the committee.
- Anyone who wants to work with the smaller group on learning outcomes should e-mail Carol by noon tomorrow.
- The "intro" document should be ready to share with the university community by the end of next week. Newt and Bil will edit the "intro" document, so suggestions for revision should go to Newt and Bil.

Meeting adjourned at 1:00 p.m.

