

Western Carolina University SACS Review  
The Quality Enhancement Plan (QEP)  
SACS Core Requirement 2.12  
UC Cardinal Room  
1:00 p.m., December 2, 2005  
Meeting Minutes

Attended:

Troy Barksdale- University Planning; Jennifer Brown- Athletics; Heidi Buchanan- Library; Carol Burton- SACS Director; Kyle Carter- Provost; David Coffee- Accountancy, Finance and Entrepreneurship; Elizabeth Frazier- Registrar's Office; A.J. Grube- Office of the Provost; Bill Haggard- Student Affairs; Gordon Mercer-Public Policy Institute; Patsy Miller- Asheville Programs; Irene Mueller- Health Sciences; Bob Orr- Office of the CIO; 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- Facilities Management; Julie Walters-Steele- University Center; Brian Gastle

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Cindy Atterholt- Chemistry and Physics; Phil Cauley- Admissions; Jane Eastman- Anthropology & Sociology; Tammy Haskett- Orientation; Wade Livingston- CSP Graduate Student; Kadence Otto- Health and Human Performance; Bill Studenc- Public Relations

Brian wrote the following information on the white board related to the committee's initial discussion:

**Co-op/Internship**

**Career Portfolio**

**Increase # /quality**

**All students- E-portfolio; apply for at least one job**

Agenda:

I. Discussion of Newt's Proposal

- Emails sent by Tammy Haskett, Mike Stewart, Grace Allen, and other committee members supporting the proposal were discussed. One reason for endorsing the proposal is the development of portfolios leaves a student free to participate in a variety of experiential learning activities.
- The career portfolio concept was discussed at length.
- Some departments already do some of the activities that would be a part of a career portfolio.
- The following issues were raised: 1) How would outcomes be measured? 2) What would be the percentage of student participation? 3) What would be the learning outcomes? Dr. Carter raised the issue of the participation of "all students" in the project.
- It was suggested the co-curricular transcript be tied in.

II. Portfolio Proposal Summation

- Support for a "Center for Career Education"
- Integrative project across the "University Experience"
- Personalized project
- Goal orientation
- Transferable skills
- Role of engagement in the plan

### III. Suggestions

- To address learning outcomes, Newt suggested a student self evaluation of the portfolio requirement. He said a rubric needs to be built to answer the questions “How does the portfolio process relate to career goals?” and “How does the portfolio process relate to learning and the application of knowledge?”
- Scott asked if the project had to be for everyone or could a pilot program be established.
- Brian said programs currently doing internships and co-ops could be targeted.
- Dr. Carter suggested the QEP as a means of fixing a deficiency. Since some programs at WCU do not have a career path the QEP could be used to help these students link to a career path. So programs not currently exposing their students to internships and co-ops could also be part of the plan.
- Brian suggested connecting the university experience to the major and then to outside the university as a way of understanding a career path.
- Bill Haggard said Career Center expertise could be brought in at this point to help organize the portfolio by learning outcomes.

### IV. Next Steps

- Investigate learning outcomes and the depth of learning.
- How do we accomplish this plan?
- What resources will it take?
- Define the assessment.
- Tie the academic career to long term goals.
- Are there existing models at WCU?
- Find the co-curricular tie-ins to the project.
- Define the project incentives for all of the participants.
- Look at Kennesaw State and other universities as models.
- Committee members need to select a subcommittee from one of the following: 1) Learning Outcomes, 2) Implementation, and 3) Research and Assessment (**Attachment 1**).

Meeting adjourned. Next meeting is December 14 at 2:00 p.m. in the UC Cardinal room.

Western Carolina University  
Quality Enhancement Plan Subcommittees  
December 14, 2005

*Learning Outcomes*

Wade Livingston  
Jennifer Brown  
Dave Coffee  
Irene Mueller  
Troy Barksdale  
Bill Haggard  
Gordon Mercer  
Patsy Miller  
Jane Eastman  
Scott Philyaw, *Facilitator*

*Implementation*

Tammy Haskett  
Mardy Ashe  
Nory Prochaska  
Newt Smith  
Bob Orr  
Julie Walters-Steele  
Bill Studenc  
Grace Allen  
Brian Railsback  
*Facilitator*

*Research and Assessment*

Heidi Buchanan  
AJ Grube  
Cindy Atterholt  
Melissa Wargo  
Mike Stewart  
Kadie Otto  
Carol Burton, *Facilitator*