

QUALITY ENHANCEMENT PLAN COMMITTEE MEETING

1:00 – 2:00 p.m., Thursday, January 18, 2007

Minutes

ATTENDANCE

Kyle Carter, Scott Philyaw, Brian Railsback, Cynthia Atterholt, Melissa Wargo, Mike Stewart, Mardy Ashe, Tammy Haskett, David Coffee, Irene Mueller, Heidi Buchanan, Nory Prochaska, Gordon Mercer, Bob Orr, AJ Grube, and Carol Burton

DISCUSSION/FOR INFORMATION

- 1) Carol outlined the timeline for the remaining two months prior to the visit by the SACS On-Site Committee on **April 2-4**:
 - A. We need to receive feedback/suggestions for improvement to the plan by QEP Committee members by noon on **Monday morning, January 22**.
 - B. Melissa has revised the assessment section to make the link between QEP learning outcomes and the assessment of same more clear. Carol will incorporate the modified assessment section.
 - C. An email message with the link to the QEP and a timeline for the SACS review from this point will be sent to campus on Monday, January 22, for information and review-Brian or Scott will get information to AJ to send a campus-wide email. Brian will send QEP to Amy Walker for posting on SACS web site.
 - D. The QEP will be presented for discussion at the next Council of Deans (Jan. 25th), Executive Council meeting (hopefully Jan. 29th), the Staff Forum, SGA, and the Department Heads workshop (hopefully Feb. 8th) for endorsement and recommendations. In addition, QEP Committee members are asked to revisit departments they visited in the spring of 2005 to introduce the QEP concept. The objective of this next visit is to share the QEP, affirm the department/unit's involvement in the development of the plan, and respond to questions. The committee members and their respective units/departments are included in the attached report. You can go ahead and schedule the visits now, but they should not take place before February 10 (should have printed copies by then). That will allow approx. 6 weeks before the on-site visit.
 - E. The QEP will be submitted to the editor by Friday, Jan. 26th, who will finish editing the document by Friday, February 2nd. The QEP will be sent to the print shop by February 7.
- 2) The SACS on-site committee members will be residing in Madison Hall and temporary work space has been allocated in Suite 201 HFR during the visit.

- 3) The committee members suggested many viable activities for helping students, faculty, and staff become aware of the plan and involved in its implementation; several action items resulted from this discussion:
- Request that Beth Lofquist include Brian and Scott on next Department Heads workshop agenda (Feb. 8th?); request department heads follow up with the QEP as an agenda item on their faculty meetings (Carol);
 - Request that Bob Orr send Brian or Scott preliminary figures for the IT budget needed to develop the Education Briefcase (Bob);
 - Review list of references for accuracy, etc. (Heidi);
 - Reduce the QEP that is sent for campus review so that it is easier to print and to read; create a comprehensive summary; attach a copy of the FAQ Brian used for the Faculty Forum piece (?);
 - Incorporate the Carnegie Foundation News article submitted by Ray into the introduction of the QEP (Brian);
 - Identify courses where committee members can take a few minutes to introduce the plan to students and get feedback—include incentives to participate in a discussion of synthesis and its value to the education process (Scott and Brian, others?);
 - Engage students in the promotion of the QEP; solicit names of students who would do a good job of this from faculty (Carol);
 - Follow up with Bruce Berger's marketing class (Carol);
 - Revise pilot budget and 3-4 year budget for QEP (help from Mike);
 - Meet with Publications to create the posters, tents, etc., needed for publicizing the QEP (?);
 - Schedule a campus forum in February to present the QEP once it has been printed and submitted to SACS (Carol).

We never say it enough, but thank you all for your support, patience, hard work, great ideas AND for your commitment to this initiative!

The meeting adjourned at 1:40 p.m.