

2106 Reaffirmation  
QEP Development Committee  
Meeting Minutes  
Thursday, September 4  
Faculty Senate Chambers, JUB 100



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**Members Present**

Tricia Farwell, Sharon Whiteside, Barbara Draude, Lisa Rogers, Laura Moore, Courtney Webb, Morgan Mosby, David Gotcher, Robert Fischer, Scott Handy, Taylor Sloan, Sonia Torres, Chad Jones, Kari Neely, Bene Cox, Rebecca Foote, N. Tina Johnson, Jamie Morgan, Lynda Duke, Carol Swayze, Lara Daniel, Cheryl Hitchcock, Michelle Boyer-Pennington, Nancy McCormick, Tim Graeff, Wynnifred Counts, Liz Madaris, Michael Hein, Robert Kalwinsky, Tom Brinthaup, Sharon S. Smith, Jimmy Hart, Rebecca Smith, Andrew Owusu, Danny Kelley, Dianna Rust

**Members Absent or Excused**

**Ex-Officio Members Present**

Faye Johnson

**Others Present**

Lexy Denton, Grace Mueller

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**Call to Order**

Dianna Rust, committee chair, called the meeting to order at 1:00 pm in the Faculty Senate Chambers JUB room 100. Roll was taken upon arrival.

**Introductions and Welcome**

Each member of the Development Committee was asked to introduce themselves and state the department which he or she represents.

Faye Johnson, Assistant to the Provost for Special Initiatives, welcomed the members joining the QEP process as part of the Development Committee. She expressed gratitude to the members for their willingness to participate in such an important task. She also remarked on the selection process for the committee, noting that each individual was chosen for their particular value-adding benefit.

**Committee Charge**

Dianna Rust presented the committee with their charge: to complete the development of the chosen QEP plan. This will be achieved through the careful planning of thorough program details with action steps, resource allocation and budget preparation, and the development of appropriate student learning outcomes with the accompanying assessments.

**Review of QEP General Information**

Dianna Rust asked members to acquaint themselves with the Quality Enhancement Plan Guidelines. Each indicator was reviewed with sub-committee tie-ins.

## Topic Concept Paper Presentation

Dianna Rust reviewed the Topic Concept Paper and opened the floor for questions.

The following questions were posed:

- The plan seems to be geared toward underclassmen. How can we be certain juniors and seniors will not be lost?
- How can we make sure that the eportfolio technology piece does not seem like an add-on to the engagement theme?
- How will we be able to encourage students to join the program and how many classes in the Academy will be sufficient for assessment?
- Could we build on the current course redesign to incorporate what departments are already doing?

Members were asked to share the concept paper with their constituents to both spread the information about the upcoming preparation of the QEP and to gather feedback and information from departments.

## Subcommittee Overview

Members were provided with a detailed explanation of the duties that will be associated with each of the four subcommittees. It was noted that most further work will be done in the smaller subcommittee groups. Members will be contacted by their individual chairs with meeting dates and times.

**Research** - conduct a literature review for the report and research best practices for the committee to consider in implementing the plan. For example they could research similar topics and pass along ideas, types of eportfolios and schools that successfully use them, etc. Chair – Jason Vance

**Action Steps** - create the 5 year implementation plan with the actions/goals to be achieved each year, person responsible, and deadlines. Chair – Lara Daniel

**Resources** - create the 5-year budget and determine all resources needed (for example recommend specs for an eportfolio or other technology needed, staff needed, etc.). The budget should match the action/goals and vice versa. For example, if the resource group lists a staff position then the action group should have hiring that position as an action item. Chair – Dianna Rust

**Student Learning Outcomes** - create the learning outcomes and program goals; determine/ create appropriate assessment measures; and timing of assessments. Determine how we will measure success (benchmarks) and how we will use results for improvement. This subcommittee is especially important as the weakest marks from the SACS QEP review board generally come in this area. Chair – Michelle Boyer-Pennington

Those who had not already selected a subcommittee were asked to make their selections before leaving the meeting.

**Review of Timeline**

- October 1, 2015 Quality Enhancement Consultation – we will need to provide a complete draft to the review board at least two weeks prior to the consultation
- Fall 2015/Spring 2016 Prepare for on-site visit with QEP marketing campaigns and special events
- Early February 2016 Quality Enhancement Plan Final Copy Due to SACSCOC
- March 29-31, 2016 On-site Review Conducted
- December 2-6, 2016 Review by the SACSCOC Board of Trustees

**Announcements**

The next meeting will be determined upon final subcommittee assignments.

Members are asked to review IEPR data, QEP samples and eportfolio organizational materials which will be sent to the members via email.

**Adjournment**

The meeting was adjourned at 1:52 pm.